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ABSTRACT

This curriculum guide provides cleaning services instructional materials for a ninth- and tenth-grade Coordinated Vocational Education and Training: Home and Community Services program. It includes 2 sections and 11 instructional units. Each unit of instruction consists of eight basic components: performance objectives, teacher activities, information sheets (content essential for meeting the cognitive objective), assignment sheets (applications of knowledges which are prerequisites to skill development), job sheets (procedures to complete a manipulative or psychomotor skill), transparency masters, tests, and test and assignment sheet answers. Section 1 on commercial cleaning services consists of four units: Hotel and Motel Cleaning, Hospital Cleaning, Resilient Floor Care, and Carpet and Upholstery Care. Section 2 on residential cleaning services contains seven units: General Cleaning, Kitchen Cleaning, Bathroom Cleaning, Clothing Care: Label Information, Clothing Care: Washing and Drying, Clothing Care: Ironing, and Residential Cleaning: Business Principles. (YLB)

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Cleaning Services

Written by
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CE 035 009

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CLEANING SERVICES

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FOREWORD

We believe the most effective way to improve vocational education is through the development and utilization of a good, sound instructional materials delivery system. We feel that *Cleaning Services* will expedite program uniformity, set minimum program standards, and provide means for higher levels of student and teacher accountability in this state.

Cleaning Services is designed for ninth and tenth grade Coordinated Vocational Education and Training: Home and Community Services students. This in-depth study is designed to provide basic directions in rudimental cleaning tasks. The step-by-step procedure employed in this manual allows the teacher to observe and assist students with each step of the various cleaning tasks. The result is a student better prepared to assume the role of employee in the cleaning field. It is our belief that the CVET: Home and Community Services program will become more effective through the use of this publication.

Francis T. Tuttle, Director
State Department of Vocational
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PREFACE

One of the greatest assets to a business that deals with the public may be the well-trained housekeeper or custodian who is responsible for the cleanliness and appearance of the premises.

The attitude of a guest or customer often makes the difference between a sale or a rejection, between a company's success or failure. Further, the customer's attitude is often established by first impressions. For instance, a potential customer's first impression may be set by something as seemingly insignificant as the cleanliness of the glass in the entry door or the appearance of the lobby floor. The importance here of a conscientious and competently trained housekeeper or custodian is clearly felt. When cleaning tasks have not been completed or have been improperly performed, the entire business may suffer.

The demand for competently trained individuals in the cleaning profession is higher today than it has ever been. The purpose of *Cleaning Services* is to help fill that need by providing content and hands-on experience for students. Armed with a solid foundation of knowledge and skills, these students will be able to enter the world of work and to perform their assigned tasks with pride and efficiency.

James L. Sharpton
Special Needs Curriculum Specialist
Curriculum and Instructional
Materials Center

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James L. Sharpton
Curriculum Specialist

USE OF THIS PUBLICATION

Instructional Units

Cleaning Services includes two sections and eleven instructional units. A standard format was established in 1970 for the development of instructional materials for all Oklahoma vocational teachers. This format includes eight basic components which form a unit of instruction: performance objectives, suggested activities for teacher, information sheets, assignment sheets, job sheets, transparency masters, tests, and answers to tests and assignment sheets. Depending on the specific objectives, transparency masters, assignment sheets, and job sheets may or may not be included in the unit of instruction.

All of the unit components "zero in" toward measurable and observable learning outcomes. Teachers are encouraged to supplement, personalize, localize, and motivate with these materials in order to develop a complete teaching-learning process.

Units of instruction are designed for use in more than one lesson or class period of instruction. Careful study of each unit of instruction by the teacher will help him or her determine

A. Amount of material that can be covered in each class period
B. Skills which must be demonstrated
   1. Supplies and equipment needed
   2. Amount of practice needed
   3. Amount of class time needed for demonstrations
C. Supplementary materials, such as pamphlets and filmstrips, that must be ordered
D. Resource people who must be contacted

Performance Objectives (white pages)

Each unit of instruction is based on the performance needed for successful employment in an occupational area. Performance objectives are stated in two forms: unit objectives, stating the subject matter to be covered in a unit of instruction, and specific objectives, stating the student performance necessary to reach the unit objective.

Since the objectives of the unit provide direction for the teaching-learning process, it is important that the teacher and students have a common understanding of the intent of the objectives. Following is a list of performance terms, their meanings, and behavioral synonyms which may have been used in this material.

A. Name--The individual supplies a name for objects, events, or people

   Behavioral synonyms: Label, list, letter, record, reiterate, repeat, write

B. Identify--The individual selects a named, described, or pictured object by pointing to it, touching it, picking it up, or selecting it

   Behavioral synonyms: Select, mark, match, choose, judge

C. State a rule--The individual communicates a relationship or principle which could be used to solve problems or perform a task

D. Apply a rule--The individual supplies an answer to a problem by using a stated relationship or principle

Behavioral synonyms: Solve, calculate

E. Describe--The individual relates sufficient characteristics or properties of an object or event so that a second individual will be able to state what is being discussed

Behavioral synonyms: Define, discuss, interpret, recite, tell how, tell what happens when

F. Distinguish--The individual selects an object or event from two or more which are easily confused

Behavioral synonyms: Discriminate, differentiate

G. Order--The individual arranges three or more objects or events in a sequence based on a stated property

Behavioral synonyms: Arrange, sequence, list in order, classify, divide, isolate, sort

H. Construct--The individual makes a physical object, a verbal statement, or a drawing

(NOTE: Construct is used when the finished product or result is important.)

Behavioral synonyms: Draw, make, build, design, formulate, reproduce, transcribe, convert, put together, compile

I. Demonstrate--The individual performs several operations necessary to carry out a specified process

(NOTE: *Demonstrate* is used when it is desirable to watch the student perform a task, one of the highest levels of student performance.)

Behavioral synonyms: Show your work, show procedure, perform an experiment, perform the steps, operate, remove, replace, turn off/on, (dis) assemble, (dis) connect

The objectives should be provided for students and stressed throughout the teaching-learning process. This will help answer any questions concerning performance requirements for each instructional unit. The objectives can also help determine teaching strategies and instructional methods. Prepare for each unit by deciding how each objective can best be taught.

The objective sheet may also be used as a quick pretest to determine students' prior knowledge and if further study or activities are necessary. Teachers should feel free to modify, delete, or add objectives in order to meet the needs of the students and community. When changes in objectives are made, the teacher should remember to supply the needed information, assignment and/or job sheets, and criterion test items.

Suggested Activities (pink pages)

This component is included only in teacher material. The suggested activities page assists teachers during the preparation stage of the teaching-learning process by providing suggestions for delivery and/or presentation during the instructional process. Read the suggested activities before teaching the units so that supplemental materials can be obtained, audiovisual materials prepared, and outside resources contacted. Duties of the teacher will vary according to the particular unit.

The references that are listed are ones used in the development of each unit. They should be used by the teacher to supplement knowledge of the subject area or to help students with particular interests or occupational objectives in the area covered.

Information Sheet (green pages)

The information sheet provides "must know" content essential for meeting the cognitive (knowledge level) objectives of the unit. The information is written in a topical outline form and is keyed to the specific objectives.

Teachers will find that the information sheet serves as an excellent guide for presenting background knowledge necessary to develop the skills specified in the unit objective. The information sheet may also be used for coordination activities and advisory committees.

Students should read the information sheet before the information is discussed in class. Space is provided in margins for students and teachers to add notes that supplement, localize, personalize, or provide motivation for each unit.

Transparency Masters (white pages in teacher material and green in student material)

Transparency masters provide information in a special way. The students may see as well as hear the material being presented, thus reinforcing the learning process. Transparencies may present new information, or they may reinforce information presented in the information sheet. They are particularly effective when identification is necessary.

Transparencies should be made and placed in the notebook where they will be immediately available for use. Transparencies direct the class's attention to the topic of discussion.

Assignment Sheets (brown pages)

Assignment sheets give students a chance at problem solving, self-assessment, and/or practical experience with the information. They assist students in the application of knowledges which are necessary prerequisites to skill development. These may be given to the student for completion in class or used for homework assignments. Answer sheets are provided when appropriate and can be used by the student and/or teacher for checking student progress.

Job Sheets (blue pages)

Job sheets are another important segment of a unit of instruction. The job sheets provide a list of equipment, tools, and materials needed to complete a manipulative or psychomotor skill. They describe a step-by-step procedure needed to complete each task or job. Diagrams, photographs, and illustrations are provided to assist students in achieving the skill.

A teacher should demonstrate to students the procedures outlined in each job sheet. Furthermore, the teacher needs to localize the job sheet according to the equipment and supplies available in the local lab or shop situation. Job sheets also furnish potential employers with a picture of the skills being taught and the performances they might reasonably expect from a person who has had this vocational instruction.

Tests (yellow pages)

This component provides criterion-referenced evaluation of every objective listed in the unit of instruction. It is crucial to note that both paper-pencil and performance objectives must be evaluated.

The tests may be written or oral. It is recommended that the tests be divided into shorter tests covering three or four objectives at a time and given soon after those objectives have been covered. A selection of questions from the units covered may be used for final tests at the end of each term if desired. If objectives have been added, deleted, or modified, be sure to make the changes on the test.

The acceptable response on a unit test, 85 percent in most units, may be raised or lowered to fit the topic or students' ability levels. The percentage applies to the overall score, not to each individual question. The final unit grade should be obtained by using the "paper-pencil" score along with teacher evaluations of student demonstrations of the desired skills.

Answers to Test and Assignment Sheets (pink pages)

These components are designed to assist the teacher in evaluation of student performances.

Page Numbering

Each publication from the Curriculum and Instructional Materials Center is assigned a specific abbreviation. For example, *Cleaning Services* has been abbreviated CLS. The units are then numbered consecutively within each section. An example of a page number is CLS - 1-A. Since CIMC publications are loose leaf, this system of page numbering was adopted so that pages from different manuals would not get mixed up.

Methods of Disseminating Material

Material may be given out a unit or page at a time to keep the material before the students always new. Some teachers ask students to furnish a three-ring binder for the units while studying a particular unit. This is more convenient for taking the materials home to study. Upon completion each unit is then placed in the larger binder. The large binders may be purchased at cost from the CIMC. Some teachers have stored the materials by units in filing cabinets or boxes until needed. All the units may be given out at once if desired.

Student materials should be provided for each student for best results. They may be purchased in-state for less than a teacher can reproduce the materials, especially when the teacher's time is considered. Student materials contain everything but the test answers, answers to assignment sheets, and suggested activities. All tests are collated at the back of student material and should be removed and stored until needed. The students should be allowed to take their materials home at the end of the year.

Teaching Methods

It is a challenge to keep students motivated. Supplement the objectives by providing the "why," personal experiences, and current information. Prepare for each unit by deciding how each objective can best be taught. Allow students to become involved in preparing and planning.

HOTEL AND MOTEL CLEANING
UNIT I

UNIT OBJECTIVE

After completing this unit, the student should be able to use terms, supplies, and equipment in order to demonstrate the ability to clean hotel and motel rooms following a safe and orderly procedure. This knowledge will be shown by completing assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. List three reasons for the importance of good housekeeping.
2. Match hotel/motel room cleaning terms to their definitions.
3. Match hotel/motel abbreviations to their definitions.
4. Select personal grooming practices of a hotel/motel housekeeping aide.
5. Select from a list employment responsibilities of a hotel/motel housekeeping aide.
6. Select from a list true statements about personal safety rules for a hotel/motel housekeeping aide.
7. Identify hotel/motel room cleaning equipment.
8. Match hotel/motel room cleaning equipment to their correct uses.
9. Select from a list guest supplies commonly furnished in a hotel/motel bathroom.
10. Select from a list guest supplies commonly furnished in a hotel/motel bed or living area.
11. Match hotel/motel cleaning supplies to their definitions.
12. Evaluate personal grooming habits.
13. Analyze proper safety habits.
14. Read label information on hotel/motel room cleaning supplies.
15. Demonstrate the ability to
    a. Stock a supply cart.
    b. Perform entry inspection and preliminary cleaning tasks of hotel/motel guest room.

OBJECTIVE SHEET

c. Clean hotel/motel guest room bathroom.

d. Perform bed care in hotel/motel guest room.

e. Clean hotel/motel guest room bed and living area.

HOTEL AND MOTEL CLEANING
UNIT I

SUGGESTED ACTIVITIES

I. Suggested activities

A. Order films

(NOTE: The following films are available on a free-loan basis only to Oklahoma teachers. They may be ordered from the Oklahoma State Department of Vocational and Technical Education/Curriculum and Instructional Materials Center, 1515 West Sixth Avenue, Stillwater, Oklahoma 74074. Out-of-state instructors must order from the addresses listed below.)

1. *The Maid--Cleaning the Bathroom.* Color, 8 min., National Educational Media, 1972. Available from National Educational Media, Inc., 15760 Ventura Blvd., Encino, California 91436.

2. *The Maid--Making Up the Room.* Color, 8 min., National Educational Media, 1972. Available from National Educational Media, Inc., 15760 Ventura Blvd., Encino, California 91436.

B. Make transparency.

C. Provide students with objective sheet.

D. Provide students with information and assignment sheets.

E. Discuss unit and specific objectives.

F. Discuss information and assignment sheets.

G. Provide instructions on how to work Assignment Sheet #1. Make a transparency from the worksheet and demonstrate to the class how to fill in the first and second words of the puzzle. The transparency may also be used to check the assignment sheet as a group.

H. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #4.

I. Make a transparency of one of the worksheet forms in Assignment Sheet #4, and using one of the listed cleaning products, demonstrate for the class the complete procedure for filling out the form.

J. Make answer key for Assignment Sheet #4.

K. Obtain materials and equipment needed to complete job sheets.

L. Invite guest speaker to talk to class about employee responsibilities.

M. Arrange field trip to visit a hotel/motel housekeeping department.

N. Use Transparency #1 and appropriate abbreviations to demonstrate to class how to fill out a sample room report.

SUGGESTED ACTIVITIES

O. Demonstrate and discuss procedures outlined in job sheets.

P. Allow time for students to practice job sheets.

Q. Give test.

II. Instructional materials

A. Objective sheet

B. Suggested activities

C. Information sheet

D. Transparency master: TM #1--Roomkeeper's Daily Work Sheet

E. Assignment sheets

1. Assignment Sheet #1--Complete a Crossword Puzzle
2. Assignment Sheet #2--Evaluate Personal Grooming Habits
3. Assignment Sheet #3--Analyze Proper Safety Habits
4. Assignment Sheet #4--Read Label Information on Hotel/Motel Room Cleaning Supplies

F. Answers to assignment sheets

G. Job sheets

1. Job Sheet #1--Stock a Supply Cart
2. Job Sheet #2--Perform Entry Inspection and Preliminary Cleaning Tasks of Hotel/Motel Guest Room
3. Job Sheet #3--Clean Hotel/Motel Guest Room Bathroom
4. Job Sheet #4--Perform Bed Care in Hotel/Motel Guest Room
5. Job Sheet #5--Clean Hotel/Motel Guest Room Bed and Living Area

H. Test

I. Answers to test

III. Unit references

A. *Being a Housekeeping Aide.* Hospital Research and Educational Trust. Washington, D.C.: Robert J. Brady Co., 1967.

B. *Housekeeping Management Assistant.* Lubbock, Texas: Home Economics Instructional Materials Center, Texas Tech University, 1975.

C. Pfeiffer, William B., and Walter O. Voegele. *The Correct Maid for Hotels and Motels.* New York: Hayden Book Co., Inc., 1965.

HOTEL AND MOTEL CLEANING
UNIT I

INFORMATION SHEET

I. Importance of good housekeeping

   A. Encourages guests to return

      (NOTE: If hotel or motel is dirty, guests will not return.)

   B. Promotes overall pride of hotel/motel owners and employees

   C. Provides a healthful environment for guests

      (NOTE: A dirty facility attracts bugs, rodents, and germs.)

   D. Prevents carpet, upholstery, and furniture finish from wearing out before its expected life cycle

      (NOTE: Dust and dirt are harmful to carpets, upholstery, and furniture finishes.)

II. Terms and definitions (Assignment Sheet #1)

   A. Appearance (ap/PEAR/ance)--Look or outward aspect of a person or thing

   B. Bath mat (BATH mat)--Towel-like washable mat laid on floor by guests to step on when getting out of tub or shower

   C. Courteous (COUR/te/ous)--Polite; respects others

   D. Detergent solution (DE/ter/gent so/LU/tion)--Water to which detergent has been added

   E. Disinfectant solution (dis/in/FECT/ant so/LU/tion)--Liquid in which a germ-killing material has been dissolved

   F. Grouting (GROUT/ing)--Plaster-like material (mortar) used to fill the spaces (cracks) around tiled walls and floors

   G. Healthy (HEALTH/y)--Condition of being free from illness

   H. Housekeeper (HOUSE/keep/er--Person who supervises the cleaning of rooms and public areas, the linen room, the laundry, hires personnel, inspects rooms, prepares schedules, and may be in charge of the maintenance and engineering departments

   I. Management (MAN/age/ment)--Person who controls, directs, oversees, and makes decisions about the running of the hotel/motel

   J. Occasionally (oc/CA/sion/al/ly)--Happening now and then

   K. Occupy (OC/cu/py)--To reside in a room

   L. Passkey (PASS/key)--Master key used by hotel/motel staff to enter locked rooms

INFORMATION SHEET

M. Portable caddy (POR/ta/ble CAD/dy)--Small tote tray used to organize and carry cleaning supplies into a room or bathroom from supply cart

N. Preliminary (pre/LIM/i/nary)--First; going before the main part

O. Roomkeeper (ROOM/keep/er)--Professional man or woman who cleans and supplies the guest room

P. Room status report (room STA/tus RE/port)--Report to be completed by the housekeeping aides as they perform their duties

(NOTE: Report will indicate number of vacancies and the number of occupied rooms to be cleaned and may include such information as number of beds slept in, luggage in room, damage to room, mechanical problems, and inability to clean room.)

Q. Sterilize (STER/il/ize)--To make free from harmful germs

R. Supply cart (sup/PLY cart)--Cart used by the housekeeping aide to move cleaning equipment, cleaning supplies, and guest room supplies to each room

S. Vanity (VAN/i/ty)--Dressing table or ledge with a mirror used for combing hair and putting on cosmetics; when located in bathroom, usually contains a washbasin

III. Hotel/motel abbreviations

A. **OCC**--Room is occupied or guest has not removed clothing or luggage

B. **CO**--Guest has checked out or removed personal effects from room

C. **SO**--Guest plans to stay over for one or more days

D. **VAC**--Vacant room

E. ✓--Mark to indicate that a room was cleaned and fresh guest supplies left in room

F. **PR**--Pre-registered

G. **HU**--House use; room is removed from list of available guest rooms and is held for in-house use

IV. Personal grooming practices of a hotel/motel housekeeping aide (Assignment Sheet #2)

A. Bathe or shower daily using plenty of soap and water

B. After bathing, use a deodorant or anti-perspirant to help control body odor

(NOTE: Do not over-apply perfumes or colognes.)

C. Brush or floss teeth after meals if possible

(NOTE: Brush at least twice daily.)

INFORMATION SHEET

D. Shampoo hair often and keep it neat

E. All clothing and uniforms should be clean and changed daily

F. Clean and trim fingernails often

(NOTE: Long fingernails collect dirt and bacteria, and can cause injury.)

V. Employment responsibilities of a hotel/motel housekeeping aide (Transparency #1)

A. Reporting to work on time

(NOTE: If you are going to be late, call your supervisor.)

B. Room passkey

(NOTE: Safety of guest, and security of both guests and hotel/motel property depends upon proper care of room passkey.)

C. Hotel/motel room furniture and property

D. Personal effects of guest while cleaning room

E. Sanitation level of guest room

F. Restocking supply cart and control of supplies

G. Room status report

VI. Personal safety rules for a hotel/motel housekeeping aide (Assignment Sheet #3)

A. Keep floors clean and clear

(NOTE: Check electrical cords to prevent someone from tripping over them.)

B. Do not run

C. Do not lift objects of more than 50 pounds without help

D. Lift with legs and arms, not the back

E. Use care while handling furniture to avoid splinters or cuts

F. Do not play rough with other workers or the equipment

G. Wear rubber gloves while cleaning toilet with bowl cleaner to prevent skin irritation and to protect from disease

H. Turn on lights before entering a room

I. Do not smoke except in assigned smoking areas

J. Watch for burning cigarettes or ashes in ashtrays and wastebaskets

INFORMATION SHEET

K. Do not stand on chairs, the edge of the tub, tables, or the bed

(NOTE: Take time to get a stepladder.)

L. Inspect all equipment before using it

(NOTE: Do not use or attempt to repair broken equipment. Report all broken equipment to housekeeper.)

M. Do not pour cleaning fluids, cleansers, or chemical compounds from their original containers into unlabeled containers

EXAMPLES: Drinking glasses, paper cups, coffee cups

N. Follow directions in using all chemicals, supplies, and equipment

(CAUTION: NEVER MIX CLEANING CHEMICALS TOGETHER.)

O. Be careful not to spill cleaning solutions

P. Make sure all chemicals and equipment have been returned to their proper place

Q. Do not put pencils, putty knives, razor blades, or other sharp objects in pockets

R. Beware of sharp objects such as broken glass or razor blades

(CAUTION: BE EXTRA CAREFUL WHEN EMPTYING WASTEBASKETS.)

S. Be careful of hot lamp bulbs

T. Look before walking through doorways, down stairs, around corners, out of rooms, and out of elevators

U. Do not shut off vision by stacking and carrying too many bundles

V. Never plug in electrical equipment when hands are wet

W. Use knob when closing door

(NOTE: Do not use edge of door.)

X. Use only methods and tools approved by the housekeeper

Y. Report *all injuries,* no matter how minor they may seem

INFORMATION SHEET

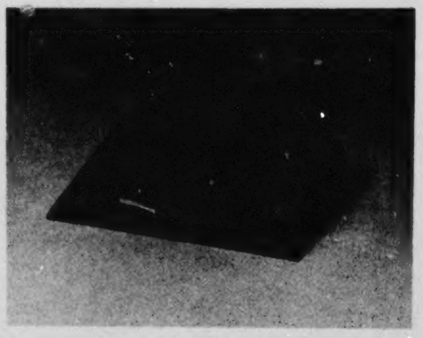
VII. Hotel/motel room cleaning equipment (Figures 1-26)

A. Supply cart

FIGURE 1

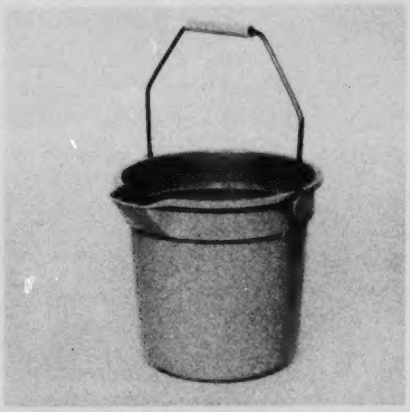
B. Dustpan

FIGURE 2



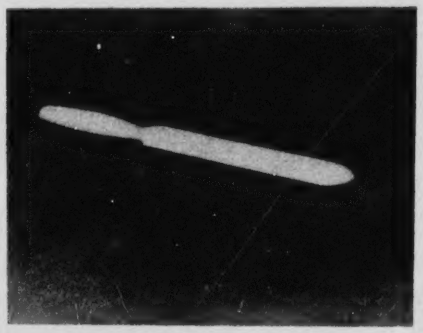
C. Bucket (pail)

FIGURE 3



D. Counter brush

FIGURE 4



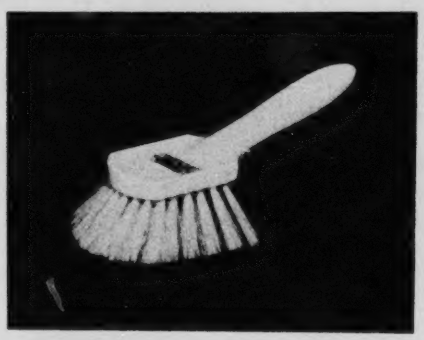
E. Whisk broom

FIGURE 5

INFORMATION SHEET

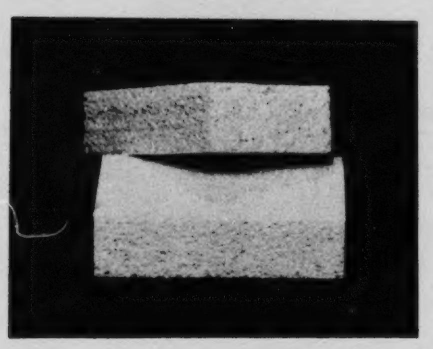
F. Scrub brush

FIGURE 6



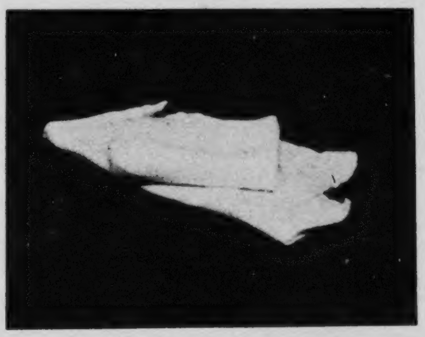
G. Sponges

FIGURE 7



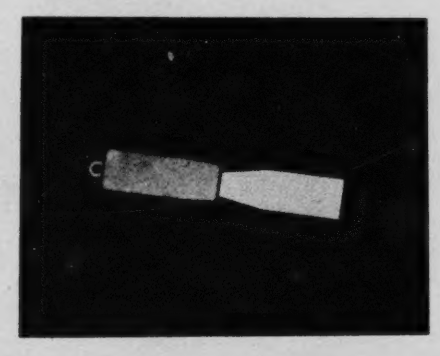
H. Cleaning cloths

FIGURE 8



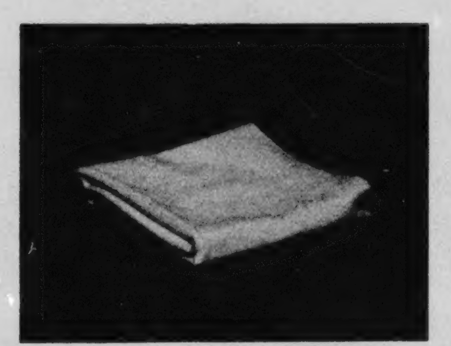
I. Putty knife

FIGURE 9



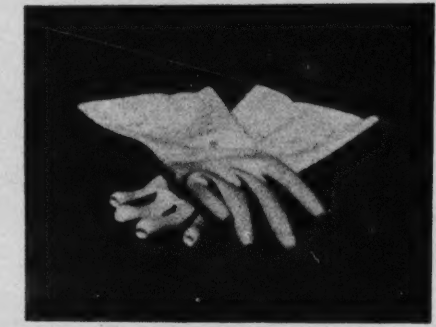
J. Dust cloths and polishing cloths

FIGURE 10



K. Rubber gloves

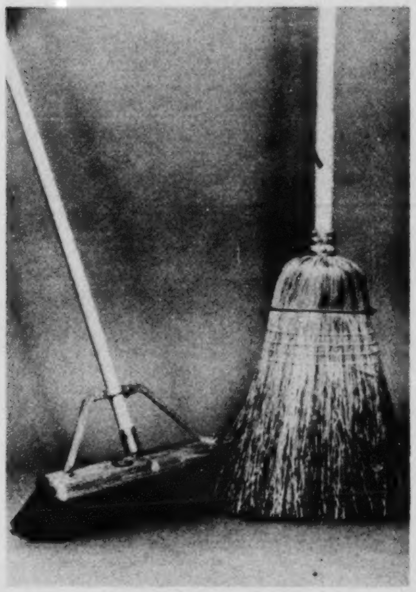
FIGURE 11



INFORMATION SHEET

L. Broom

FIGURE 12

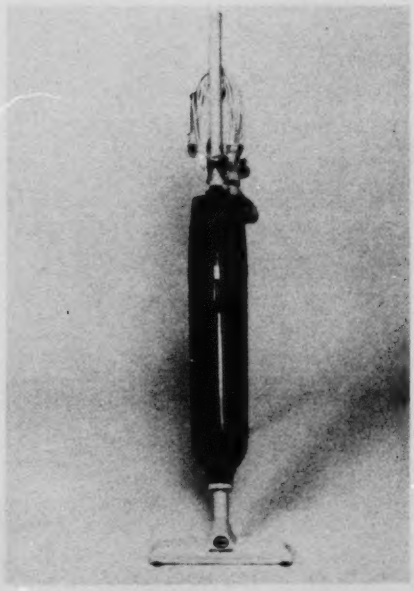


M. Wet mop

FIGURE 13

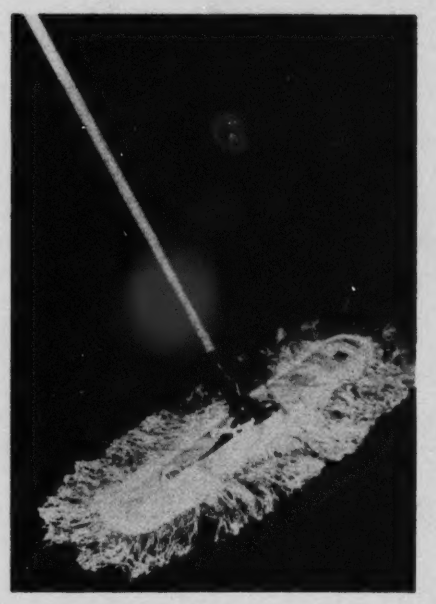
N. Power broom (electric)

FIGURE 14



O. Dust mop

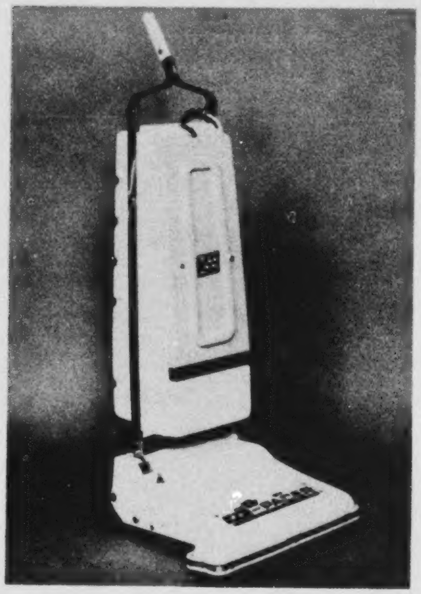
FIGURE 15



INFORMATION SHEET

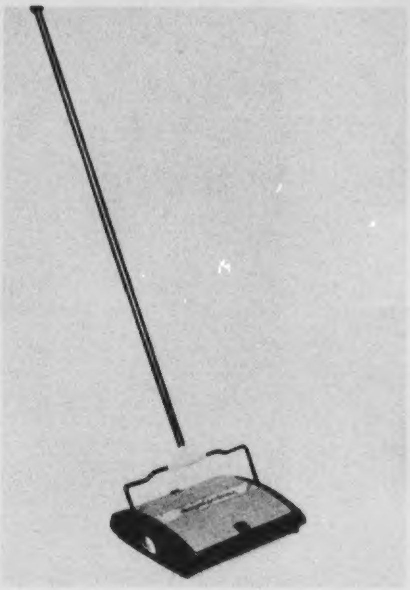
P. Vacuum cleaner (upright)

FIGURE 16



Q. Carpet sweeper (manual)

FIGURE 17



R. Trash container

FIGURE 18

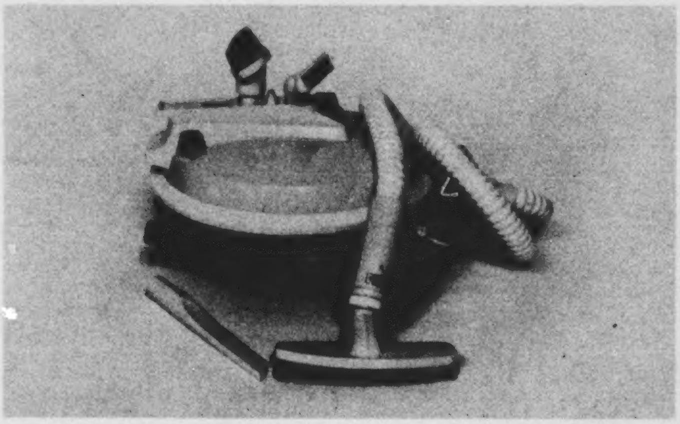
S. Mop bucket/wringer

FIGURE 19

INFORMATION SHEET

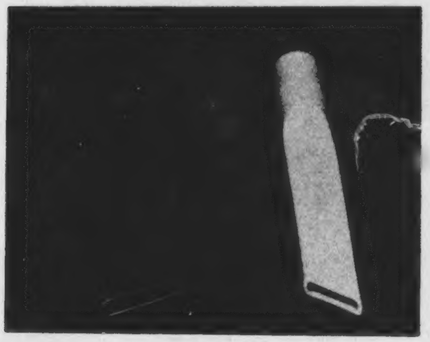
T. Vacuum cleaner (canister or tank type)

FIGURE 20



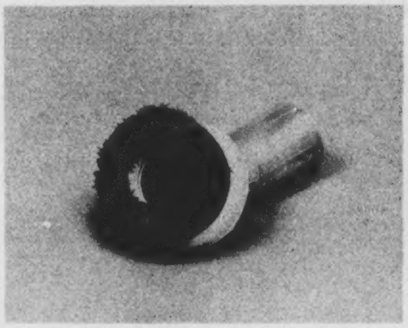
U. Vacuum attachment (crevice tool)

FIGURE 21



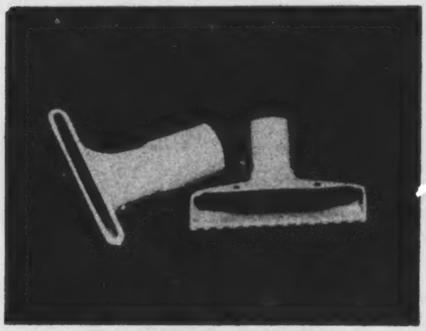
V. Vacuum attachment (dusting tool)

FIGURE 22



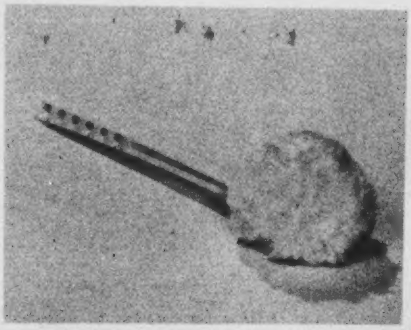
W. Vacuum attachment (upholstery tool)

FIGURE 23



X. Toilet brush

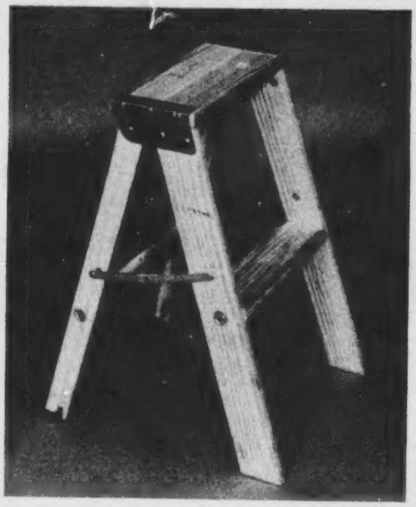
FIGURE 24



INFORMATION SHEET

Y. Ladder

FIGURE 25



Z. Cloth bag

FIGURE 26

VIII. Hotel/motel room cleaning equipment uses

A. Broom--Used to remove trash and debris (Figure 27)

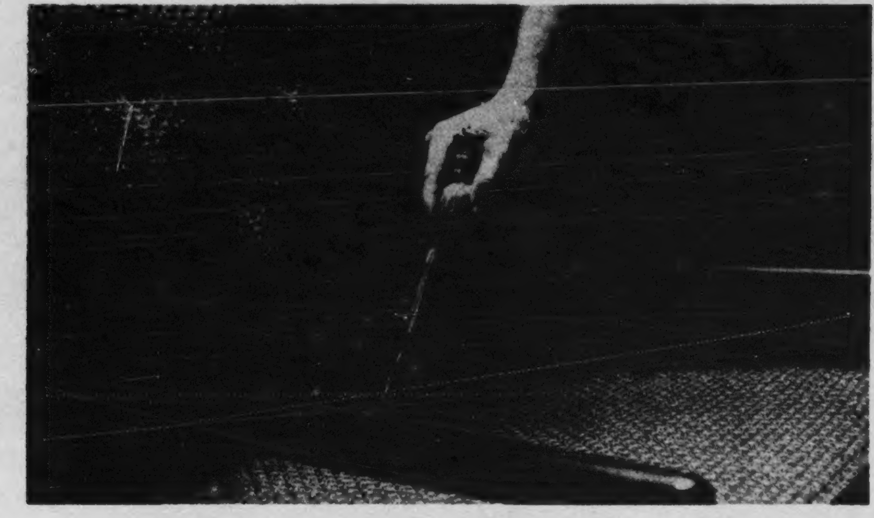
(NOTE: Hang up when not in use; do not store on fibers. May be washed in warm suds, but should not be used wet.)

FIGURE 27

INFORMATION SHEET

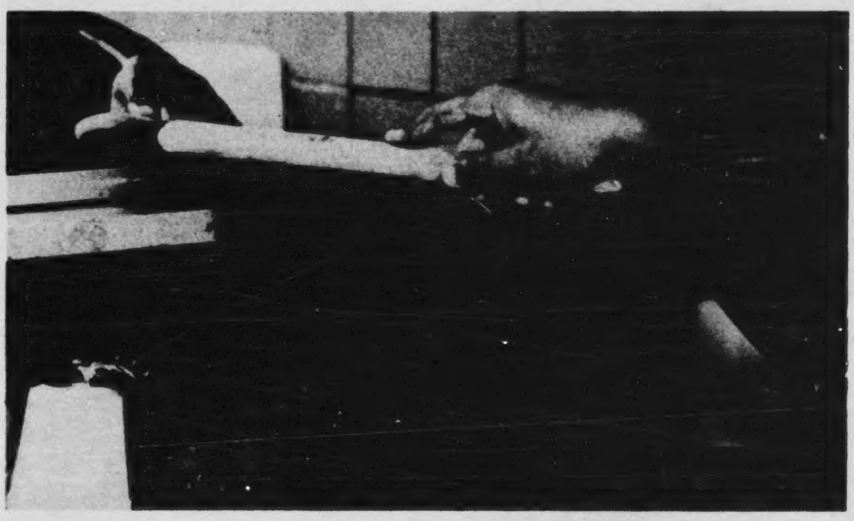
B. Whisk broom--Used to touch up upholstered furniture when a vacuum is not used (Figure 28)

FIGURE 28



C. Counter brush--Used to clean Venetian blinds and small areas, and to pick up trash (Figure 29)

FIGURE 29

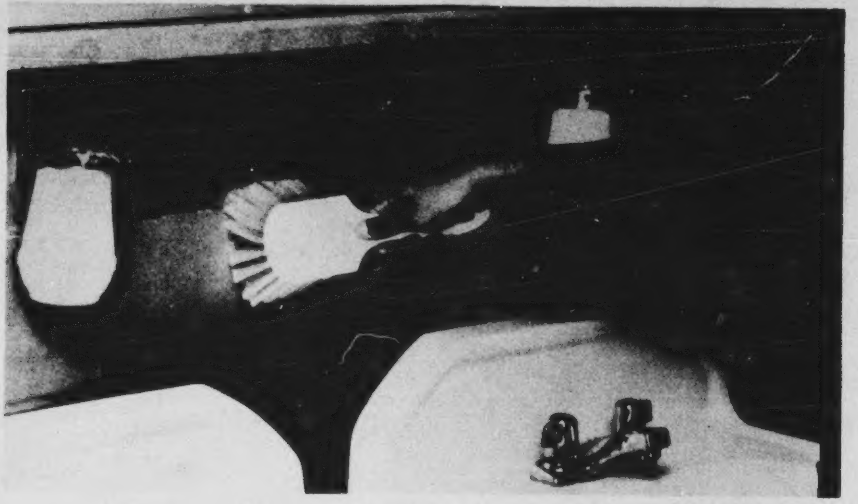


INFORMATION SHEET

D. Scrub brush--Used to clean drain stopper, overflow, shower door tracks, rubber tub mats, and other small, hand-cleaning tasks (Figure 30)

(NOTE: The scrub brush is also known as a *gong brush.*)

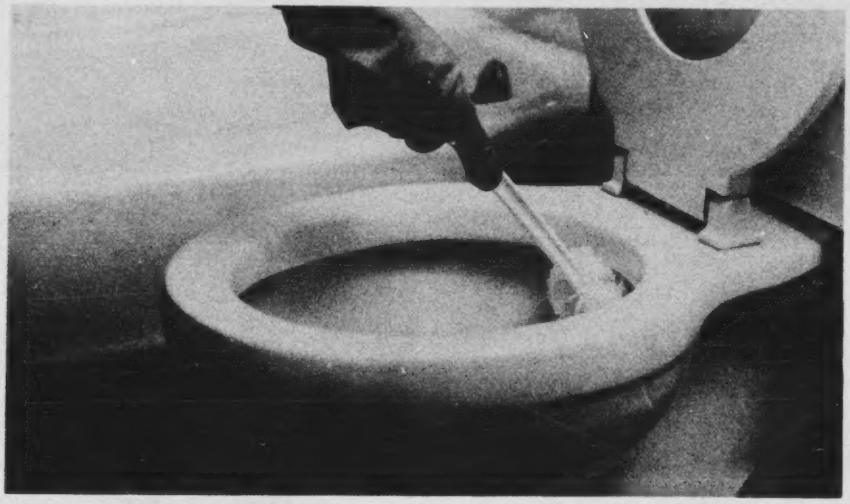
FIGURE 30



E. Toilet brush (swab)--Used to clean inside of toilets (Figure 31)

(NOTE: Wash brush daily in warm detergent solution and hang in well ventilated area.)

FIGURE 31

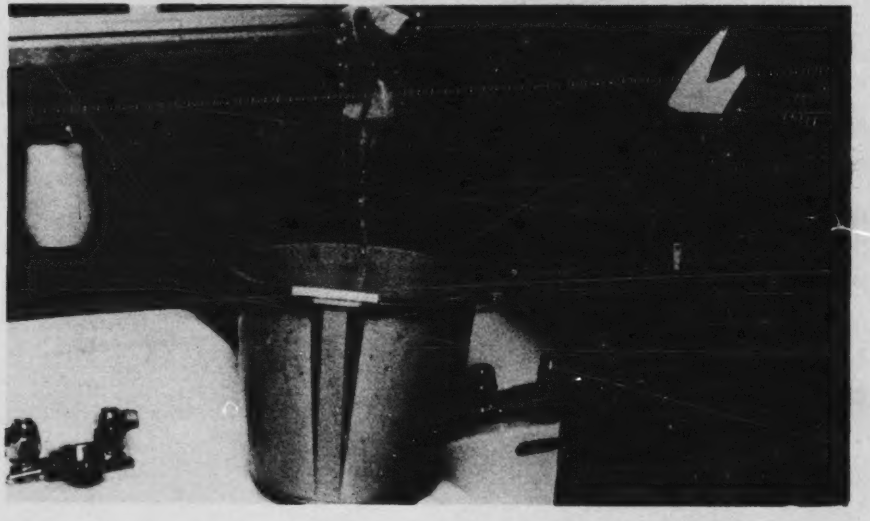


INFORMATION SHEET

F. Bucket (pail)--Used for holding detergent solutions and rinse water for hand cleaning (Figure 32)

(NOTE: Do not leave liquids in buckets overnight.)

FIGURE 32



G. Carpet sweeper (manual)--Used to remove surface dirt from carpet (Figure 33)

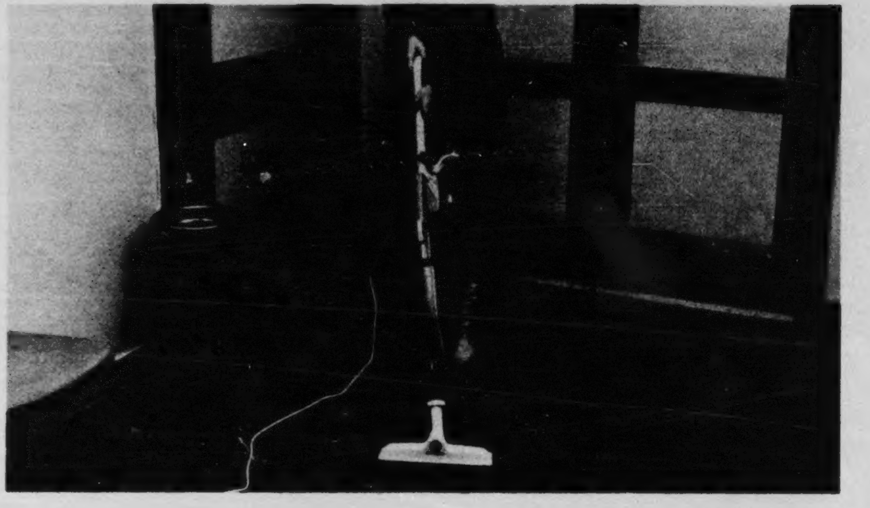
(NOTE: Empty dustpan after each use and remove string, hair, and trash from brush and wheels.)

FIGURE 33

INFORMATION SHEET

H. Carpet sweeper (power broom)--Electrical sweeper used for light, daily surfact dirt removal (Figure 34)

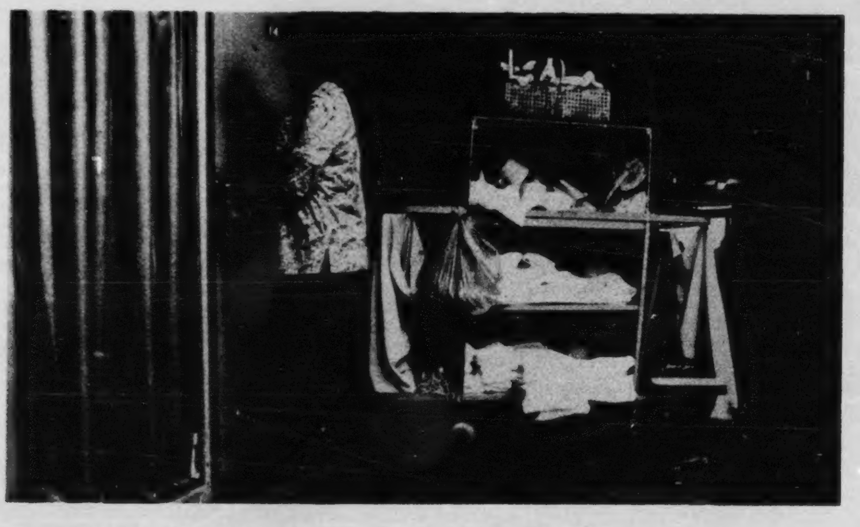
FIGURE 34



I. Supply cart--Used to transport supplies, equipment, linens, and trash to and from rooms (Figure 35)

(NOTE: Cart should be cleaned and restocked at end of each shift.)

FIGURE 35



INFORMATION SHEET

J. Cleaning cloths--Used for cleaning bathroom surfaces, light fixtures, television screens, and mirrors (Figure 36)

(NOTE: Rinse cloths frequently during use.)

FIGURE 36

K. Cloth bag--Used for trash or laundry; should be washed daily (Figure 37)

(NOTE: Do not put sharp objects into bag.)

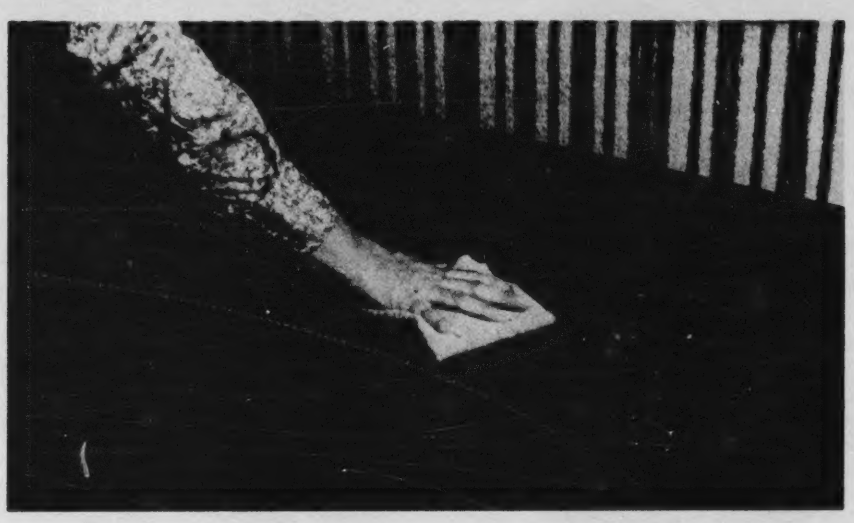
FIGURE 37

INFORMATION SHEET

L. Dust cloths and polishing cloths--Used for dusting and polishing furniture, picture frames, bed headboards, tables, lamps, horizontal and vertical surfaces of non-fabric construction; may be treated with treatment oil (Figure 38)

(NOTE: Some supervisors may suggest using feather dusters or a vacuum for some of these cleaning tasks.)

FIGURE 38

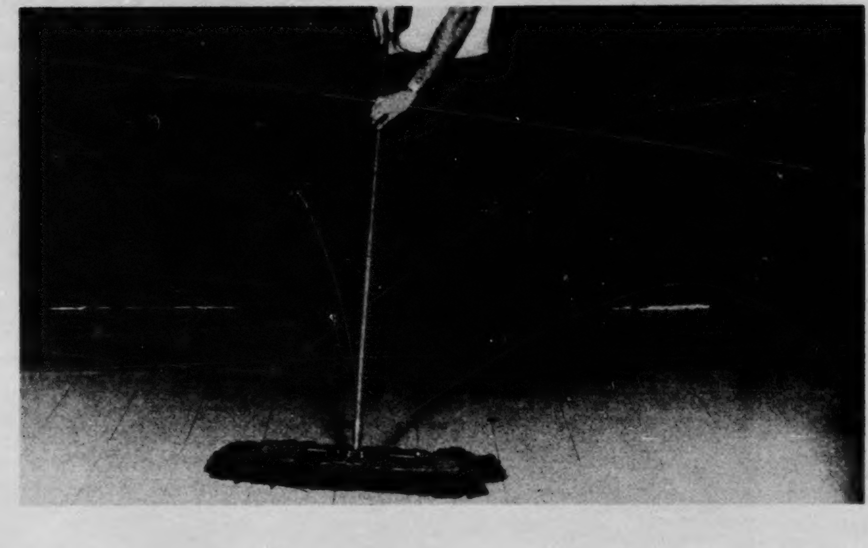


INFORMATION SHEET

M. Dust mop--Used for sweeping smooth, dry floor; usually treated to pick up dust (Figure 39)

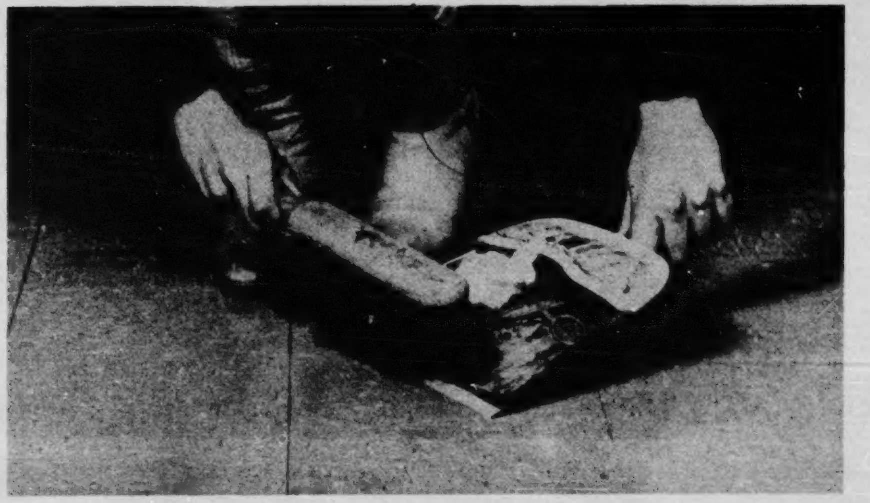
(NOTE: Vacuum or clean by shaking into wastebasket; hang up for storage. Never leave standing on floor.)

FIGURE 39



N. Dustpan--Used for picking up dirt and trash (Figure 40)

FIGURE 40

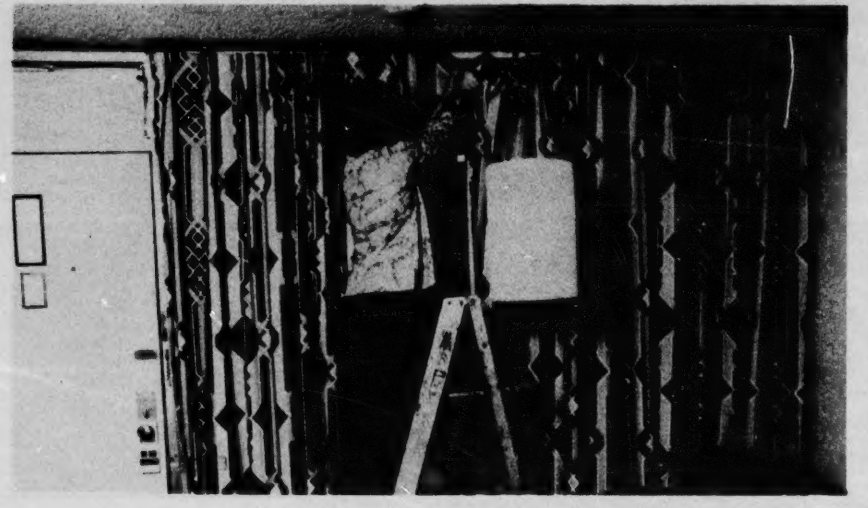


INFORMATION SHEET

O. Ladder--Used for reaching high places such as light fixtures and shower curtains (Figure 41)

(NOTE: Clean and inspect after each use; if wood, treat with linseed oil.)

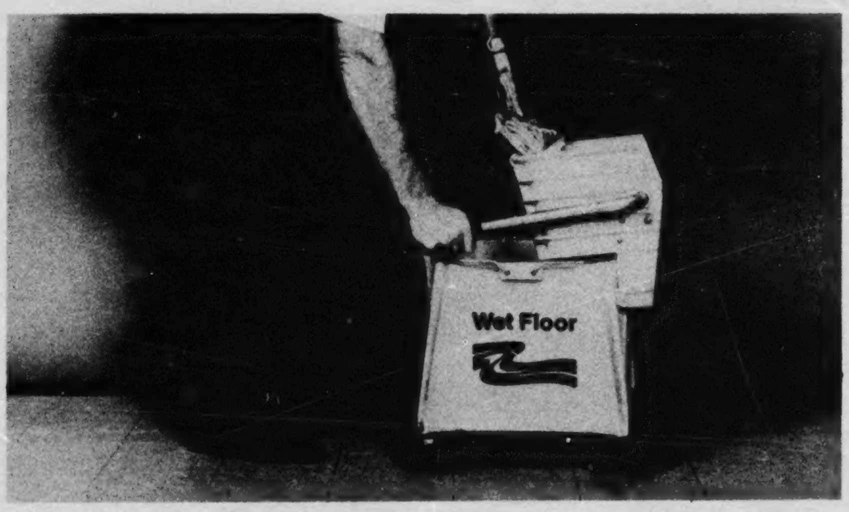
FIGURE 41



P. Mop bucket/wringer--Used for holding and transporting mop solution and rinse water for non-carpeted area (Figure 42)

(NOTE: Do not leave liquid in bucket overnight.)

FIGURE 42



INFORMATION SHEET

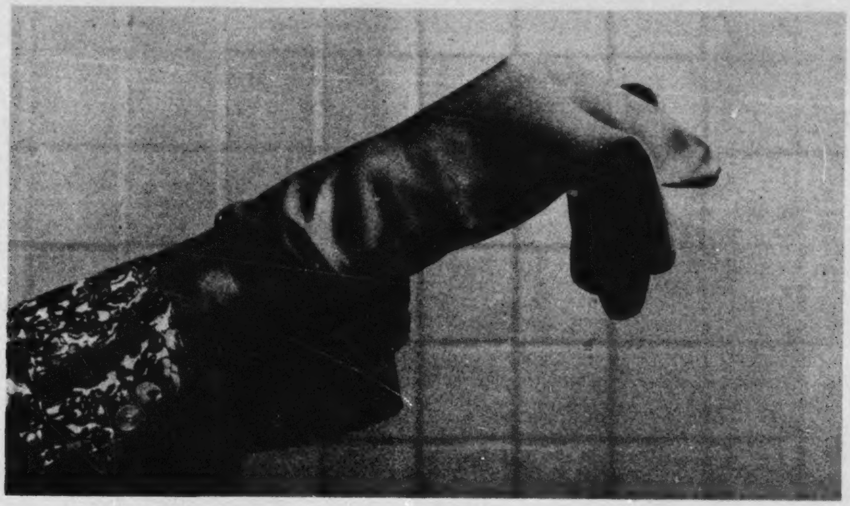
Q. Putty knife--Used to scrape tar, gum, and similar substances from floors, tiles, and walls (Figure 43)

FIGURE 43

R. Rubber gloves--Used to protect hands from irritation and disease when cleaning the toilet or using chemical solutions (Figure 44)

(NOTE: Rinse and wipe dry after use and store inside out.)

FIGURE 44

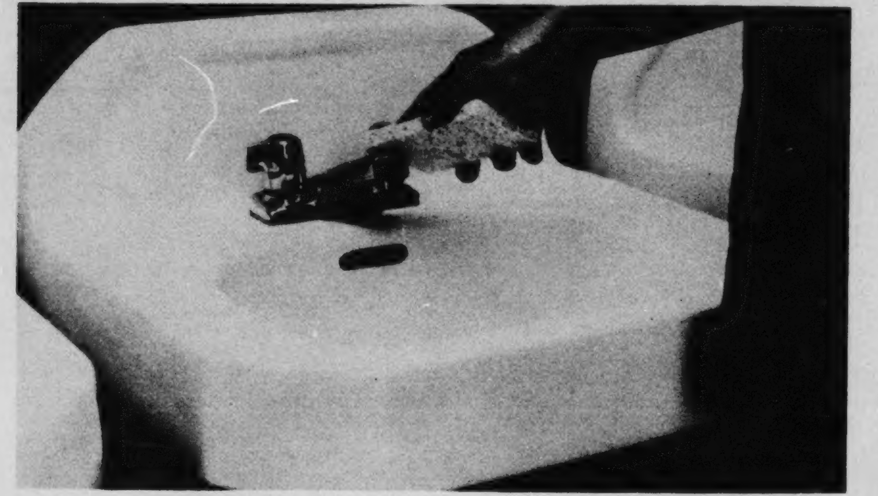


INFORMATION SHEET

S. Sponges--Used wet to clean small areas (Figure 45)

(NOTE: Wash in mild detergent and rinse thoroughly after use.)

FIGURE 45



T. Trash container--Used for holding trash (Figure 46)

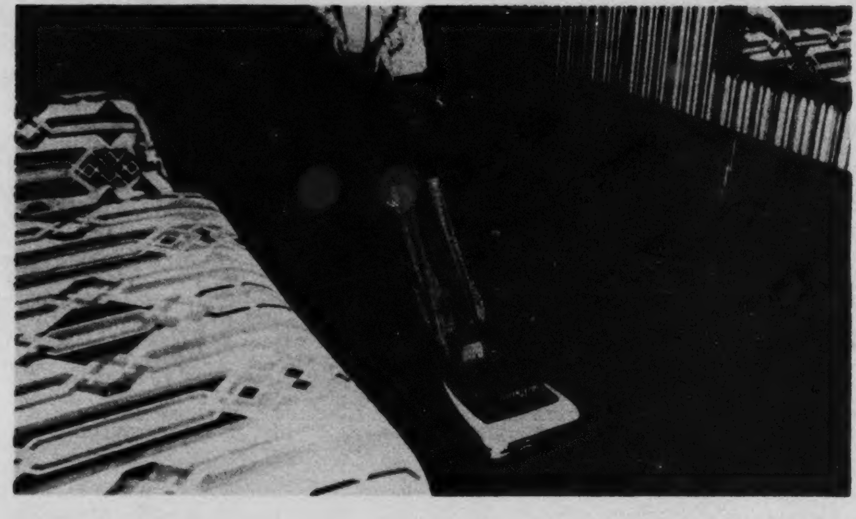
(NOTE: Wash container daily, and use plastic liner to make maintenance easier.)

FIGURE 46

INFORMATION SHEET

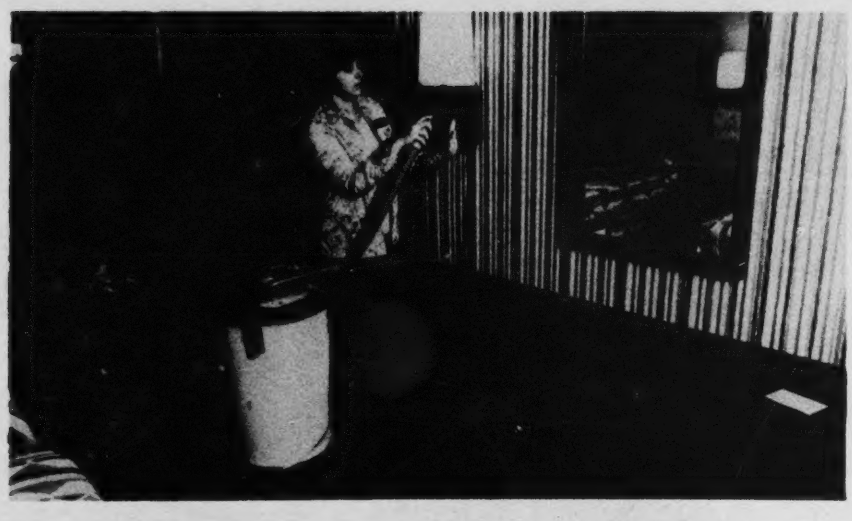
U. Upright vacuum--Used to vacuum large, flat areas of carpet (Figure 47)

FIGURE 47



V. Canister or tank type vacuum--Used with attachments to vacuum upholstered furniture, ledges, window coverings, and corners where an upright vacuum cannot reach (Figure 48)

FIGURE 48



INFORMATION SHEET

W. Vacuum attachment (crevice tool)--Used to vacuum edges, cracks, and corners (Figure 49)

FIGURE 49

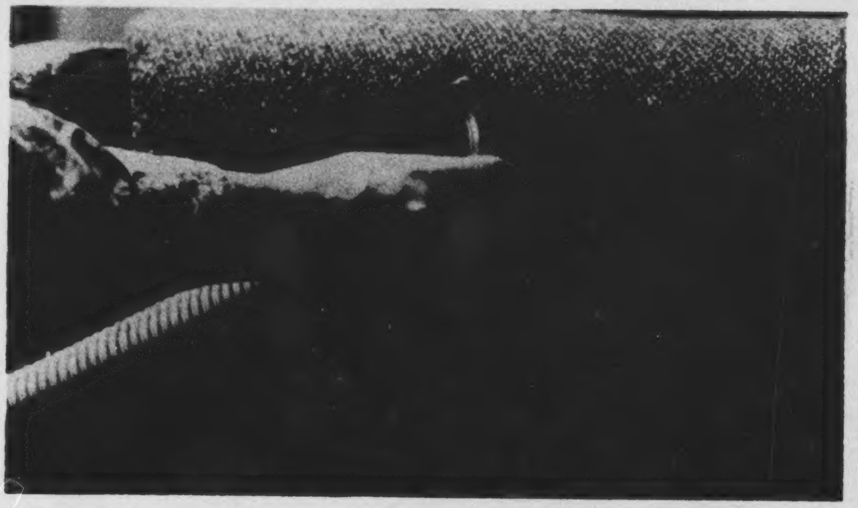
X. Vacuum attachment (dusting tool)--Used to vacuum ledges, non-fabric furniture, air registers, Venetian blinds; has a bristle brush surface (Figure 50)

FIGURE 50

INFORMATION SHEET

Y. Vacuum attachment (upholstery tool)--Used to vacuum upholstered furniture; has a flat surface (Figure 51)

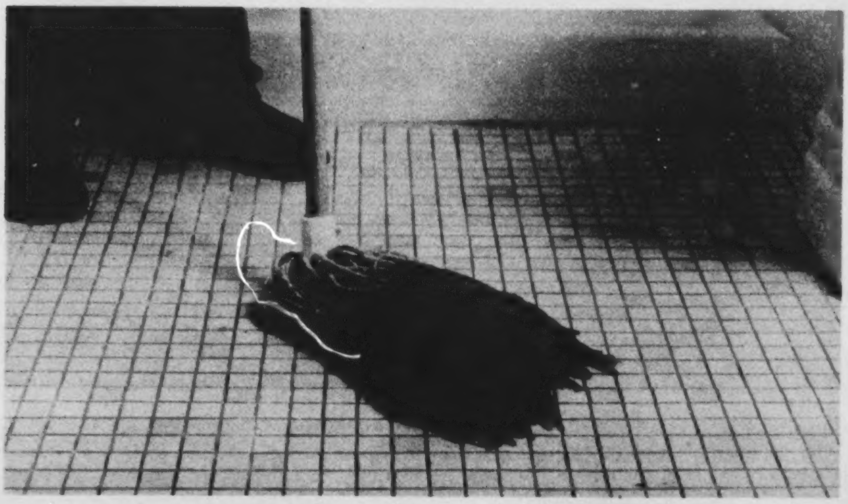
FIGURE 51



Z. Wet mop--Used for transferring liquids to and from floor surface (Figure 52)

(NOTE: Wash and rinse after use and store with mop head off floor and strands hanging down; trim loose and uneven yarn strands.)

FIGURE 52



INFORMATION SHEET

IX. Guest supplies commonly furnished in a hotel/motel bathroom

- A. Bath mat
- B. Bath towels
- C. Complimentary toilet articles

  EXAMPLES: Bars of soap, shower cap, hand cream
- D. Facial tissue
- E. Glass or paper cups/ice bucket
- F. Hand towels
- G. Shoeshine cloth
- H. Soap
- I. Toilet tissue
- J. Washcloths
- K. Ashtray and matches

X. Guest supplies commonly furnished in a hotel/motel bed or living area

- A. Bible and telephone book
- B. Hotel/motel information and guide book
- C. Matches
- D. Room service menu
- E. Stationery
- F. Tourist information

XI. Hotel/motel cleaning supplies (Assignment Sheet #4)

- A. Air freshener--Deodorizes room

  (CAUTION: DO NOT PUNCTURE OR INCINERATE PRESSURIZED CANS.)
- B. Chewing gum remover--Removes tar and gum from fabric, upholstery, and carpet; comes in aerosol can

  (NOTE: Chewing gum remover works by freezing gum or tar so that it shrivels and becomes brittle enough to remove with putty knife.)
- C. Chrome polish--Cleans and polishes chrome and metal; comes in paste, liquid, or aerosol spray

  (NOTE: Chrome is delicate and cannot tolerate scouring powder or acid bowl cleaner.)

INFORMATION SHEET

D. Upholstery cleaning fluid--Removes stains from fabrics and upholstery

(CAUTION: AVOID INHALING FUMES, AND IF REACTION OF FABRIC IS DOUBTFUL, TEST PRODUCT ON SMALL, HIDDEN AREA.)

E. Descaling agent--Cleans mineral deposits from toilet bowls

(CAUTION: FOLLOW DIRECTIONS; THIS IS A DANGEROUS SPECIAL-ISSUE PRODUCT.)

F. Detergent solution--Mixed with warm water and used for all-purpose washing

G. Disinfectant solution--Sanitizes rooms and bathrooms

(NOTE: Usually these products do not clean and are added to final rinse or used in sprayer.)

H. Dust mop treatment--Increases the dust-attracting and holding ability of dust mops and cloths

(CAUTION: AVOID OVER-TREATMENT.)

I. Furniture polish--Polishes and protects wood and wood-like furniture

(NOTE: Use sparingly, and use correct type for kind of wood.)

J. Glass cleaner--Cleans and polishes windows, glass table tops, mirrors, and television screens

K. Gum eraser--Removes smudges from walls

(NOTE: Eraser should be rubbed in direction smudge or mark was made.)

L. Nail polish remover--Removes nail polish from bathroom fixtures

(CAUTION: DO NOT USE ON SYNTHETIC FIBERS SUCH AS SHOWER CURTAIN OR TUB MAT.)

M. Rug shampoo spotter--Removes spots and soil from rugs and carpet

(NOTE: Follow housekeeper's instructions as to method and frequency.)

N. Scouring powder--Removes embedded grease and dirt by rubbing

(NOTE: Scouring powder cannot be used on polished metal and many plastic surfaces.)

O. Toilet bowl cleaner--Cleans, disinfects, and deodorizes toilets; used with bowl mop or brush

(NOTE: Do not use on other bathroom fixtures.)

(CAUTION: ACID BOWL CLEANER WILL PERMANENTLY DAMAGE CHROME AND OTHER FINISHES.)

INFORMATION SHEET

P. Wastebasket liner--Lines wastebaskets for protection against soft drinks, gum, melting ice, and other difficult-to-remove items

Q. Tub and tile cleaner--Cleans, disinfects, sanitizes, and deodorizes tubs and tiles; nonabrasive

Roomkeeper's Daily Work Sheet

Date ______________________

Room	Co.	Chg.	Make	No. Bed Sheets	No. Pillow Slips	No. Bath Towels	No. Hand Towels	No. Bath Mats	No. Wash Cloths	No. Tea Towels	No. Bed Pads	Remarks

Maid's Time:

Start ______________ Finish ______________

Maid ______________________

Lunch ______________ To ______________

Total Time ______________ Hours ______________ Minutes

Date ______________________

TM #1

CLS - 31-A

HOTEL AND MOTEL CLEANING
UNIT I

ASSIGNMENT SHEET #1--COMPLETE A CROSSWORD PUZZLE

NAME ______________________________ SCORE ____________

Hotel/motel housekeeping aides should know terms used in the hotel/motel housekeeping profession to ensure clear communication among the roomkeeper, housekeeper, and management.

Using the clues on the next page and the terms provided on the Information Sheet, complete the crossword puzzle that follows (Figure 53).

ASSIGNMENT SHEET #1

Across

2. Small tote tray used to organize and carry cleaning supplies into a room or bathroom from supply cart

4. First; going before the main part

5. Look or outward aspect of a person or thing

7. Towel-like washable mat laid on floor by guests to step on when getting out of tub or shower

9. Report to be completed by the housekeeping aides as they perform their duties

12. Master key used by hotel/motel staff to enter locked rooms

13. Happening now and then

15. Water to which detergent has been added

17. Person who supervises the cleaning of rooms and public areas, the linen room, the laundry, hires personnel, inspects rooms, prepares schedules, and may be in charge of the maintenance and engineering departments

18. To make free from harmful germs

19. To reside in a room

Down

1. Professional man or woman who cleans and supplies the guest room

3. Liquid in which a germ-killing material has been dissolved

6. Polite; respects others

8. Dressing table or ledge with a mirror used for combing hair and putting on cosmetics; when located in bathroom, usually contains a washbasin

10. Cart used by the housekeeping aide to move cleaning equipment, cleaning supplies, and guest room supplies to each room

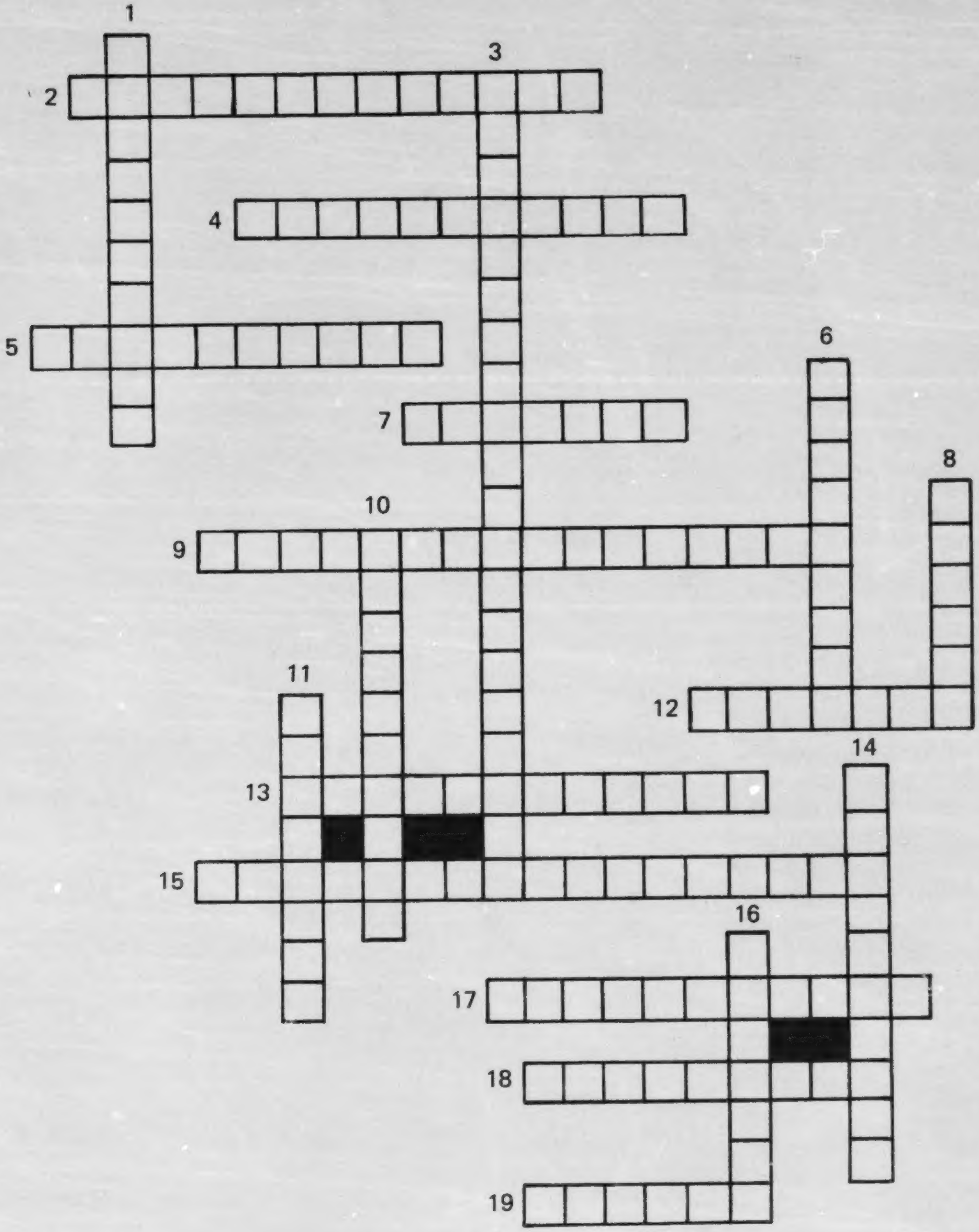
11. Plaster-like material (mortar) used to fill the spaces (cracks) around tiled walls and floors

14. Person who controls, directs, oversees, and makes decisions about the running of the hotel/motel

16. Condition of being free from illness

ASSIGNMENT SHEET #1

FIGURE 53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HOTEL AND MOTEL CLEANING
UNIT I

ASSIGNMENT SHEET #2--EVALUATE PERSONAL GROOMING HABITS

NAME ____________________ SCORE ____________

Good grooming is important to career success. Poor personal appearance is the number one reason why people are not hired during employment interviews. Remember, the employer's first impression of you is based on how you look. Also, an employer expects you to continue to "represent" the facility in appearance and action. With this in mind, complete the following chart.

	Always	Usually	Occasionally	Seldom or Never
BODY CLEANLINESS AND CARE				
Do you bathe at least once daily?				
Do you bathe soon after taking part in strenuous activity?				
Do you use a deodorant daily?				
Do you keep your underclothes fresh and clean?				
POSTURE				
Do you sit without slouching?				
Do you stand with chin up and shoulders back?				
Do you walk at a fast pace and with your head held high?				
TEETH, MOUTH, AND BREATH				
Do you have a dental checkup at least once a year?				
Do you brush your teeth at least twice daily?				
CLOTHING				
Do you keep your clothes in good repair--that is, no ripped seams, no missing buttons, and no pins, tape, or staples in hems?				

ASSIGNMENT SHEET #2

	Always	Usually	Occasionally	Seldom or Never
Do your clothes look neat, clean, and pressed?				
Do your clothes fit well?				
Do you wear clothes proper for the occasion?				
Do you wear shoes that fit well?				
Do you keep your shoes brushed or polished and in good condition? (NOTE: Avoid overrun heels, scuffs, and lack of shoelaces.)				
Do you keep your outer clothing free from dandruff and lint?				
GENERAL HEALTH AND APPEARANCE				
Do you make an effort to eat a balanced diet each day?				
Do you watch your weight carefully and try to keep it at the proper weight for you?				
Do you avoid "junk foods"?				
Do you avoid eating what you know is harmful to your complexion?				
Do you avoid eating too much gum and sweets because they are harmful to your teeth?				
HAIR				
Do you avoid combing or brushing your hair in public?				
Do you wash your hair at least once a week?				
Do you brush your hair daily as needed?				
Do you wear your hair in a style that is becoming to you?				

ASSIGNMENT SHEET #2

	Always	Usually	Occasionally	Seldom or Never
Do you keep your brush and comb clean?				
If you have dandruff, have you tried a dandruff shampoo or seen a doctor?				
FACE				
Is your skin clean and well-cared for?				
Is your makeup obvious?				
Do you avoid applying makeup in public?				
If you have a moustache or beard, do you keep it clean, neat, and trimmed?				
Do you shave cleanly and often?				
HANDS				
Do you avoid biting your fingernails?				
Are your fingernails clean and trimmed to a meduim length?				
GENERAL				
If you had a serious skin problem, would you consult a skin doctor (dermatologist)?				
Do you get enough sleep each night?				
Do you have physical checkups regularly?				
Do you get enough physical activity?				

HOTEL AND MOTEL CLEANING
UNIT I

ASSIGNMENT SHEET #3--ANALYZE PROPER SAFETY HABITS

NAME ______________________ SCORE ____________

Proper safety habits not only prevent personal injury but also prevent injury to guests and co-workers. The practice of proper safety helps prevent loss of wages from injuries, or a lawsuit against the hotel/motel from an injured guest. Employees must analyze their safety habits so that they can recognize weak areas and build proper safety habits. Analyze your safety habits by completing the following chart.

SAFETY HABITS	Always	Usually	Occasionally	Seldom or Never
A. Do you keep floors and aisles clean and clear?				
B. Do you avoid running when in a hurry?				
C. Do you avoid lifting objects that are too heavy?				
D. Do you lift with your legs and arms instead of your back?				
E. Do you use care while handling furniture to avoid splinters and cuts?				
F. Do you avoid playing rough with other workers or equipment?				
G. Do you wear rubber gloves to prevent skin irritation while cleaning with chemicals?				
H. Do you turn on lights before entering a room?				
I. Do you avoid smoking in areas that are not assigned smoking areas?				
J. Do you look for fire hazards such as burning cigarettes or ashes in ashtrays and wastebaskets?				
K. Do you avoid standing on chairs, the edge of the tub, table, or the bed?				
L. Do you inspect all equipment before using it?				

ASSIGNMENT SHEET #3

SAFETY HABITS	Always	Usually	Occasionally	Seldom or Never
M. Do you avoid pouring cleaning fluids, cleansers, or chemical compounds from their original containers into unlabeled containers?				
N. Do you read and follow directions when using chemical supplies and equipment?				
O. Do you use extra caution not to spill cleaning solutions when mixing and using them?				
P. Do you return chemicals and equipment to their proper place after use?				
Q. Do you avoid putting pencils, putty knives, razor blades, or other sharp objects in your pockets?				
R. Do you look for sharp objects such as broken glass or razor blades while cleaning?				
S. Do you use extra caution when cleaning around hot lamp bulbs?				
T. Do you look before walking through doorways, down stairs, around corners, out of rooms and out of elevators?				
U. Do you avoid carrying so many bundles that your vision is blocked?				
V. Do you dry your wet hands before plugging in or unplugging electrical equipment?				
W. Do you avoid using the edge of the door when closing it?				
X. Do you use only methods and tools approved by your supervisor?				
Y. Do you report all injuries no matter how minor they may seem?				

HOTEL AND MOTEL CLEANING
UNIT I

ASSIGNMENT SHEET #4--READ LABEL INFORMATION ON HOTEL/MOTEL ROOM CLEANING SUPPLIES

NAME ______________________________ SCORE ______________

To prevent damage to equipment, plumbing fixtures, and cleaning surfaces, and to avoid personal injuries, a hotel/motel housekeeping aide must be able to read and follow manufacturers' instructions printed on containers of cleaning supplies.

On the following sheets, write the requested information for each of the six basic cleaning supplies.

(NOTE: Some products will not list all of the requested information.)

A. Porcelain cleaner

B. Dust mop treatment

C. Tub and tile cleaner

D. Detergent concentrate

E. Descaling agent

F. Chrome polish

ASSIGNMENT SHEET #4

PART I — LABEL INFORMATION

A. Type of product **PORCELAIN CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #4

PART II — LABEL INFORMATION

A. Type of product **DUST MOP TREATMENT**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #4

PART III — LABEL INFORMATION

A. Type of product **TUB AND TILE CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #4

PART IV — LABEL INFORMATION

A. Type of product **DETERGENT CONCENTRATE**

B. Brand name ______

C. Manufacturer's name and address ______

D. Directions for use (amount to use and how to use) ______

E. Surfaces on which product can be used ______

F. Surfaces on which product should not be used ______

G. Caution statements ______

H. Net contents ______

I. List of ingredients ______

ASSIGNMENT SHEET #4

PART V — LABEL INFORMATION

A. Type of product **DESCALING AGENT**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #4

PART VI — LABEL INFORMATION

A. Type of product **CHROME POLISH**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

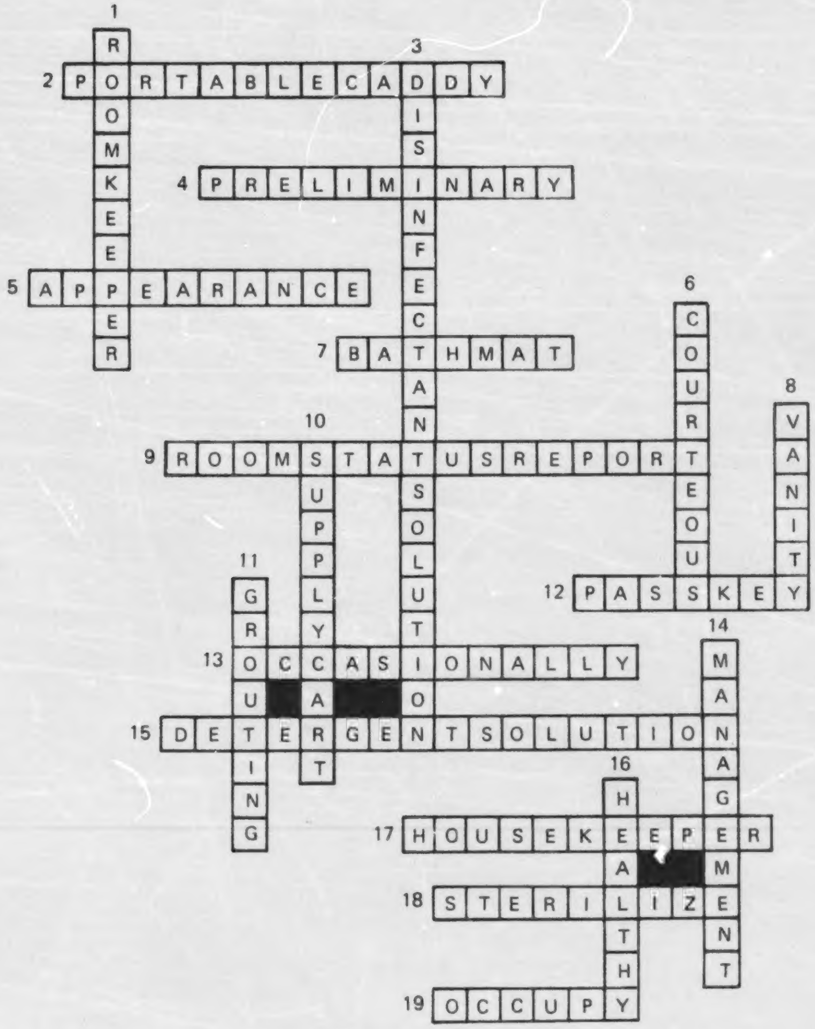
H. Net contents

I. List of ingredients

HOTEL AND MOTEL CLEANING
UNIT I

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1


1 ROOMKEEPER
2 PORTABLECADDY
3 DISINFECTANTSOLUTION
4 PRELIMINARY
5 APPEARANCE
6 COURTEOUS
7 BATHMAT
8 VANITY
9 ROOMSTATUSREPORT
10 SUPPLYCART
11 GROUTING
12 PASSKEY
13 OCCASIONALLY
14 MANAGEMENT
15 DETERGENTSOLUTION
16 HEALTHY
17 HOUSEKEEPER
18 STERILIZE
19 OCCUPY

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

Assignment Sheet #3--Evaluated to the satisfaction of the instructor

Assignment Sheet #4--Evaluated to the satisfaction of the instructor

HOTEL AND MOTEL CLEANING
UNIT I

JOB SHEET #1--STOCK A SUPPLY CART

I. Equipment

- A. Supply cart
- B. Portable caddy
- C. Cloth bag lined with plastic for used linen
- D. Cloth bag lined with plastic for trash
- E. Bowl mop
- F. Bucket
- G. Counter brush
- H. Dusting cloth
- I. Dustpan
- J. Household broom
- K. Mop bucket/wringer
- L. Putty knife
- M. Rubber gloves
- N. Scrub brushes
- O. Utility brush
- P. Upright vacuum
- Q. Washing cloths or sponges
- R. Wet mop
- S. Whisk broom

II. Supplies

- A. Cleaning supplies
    - 1. Air freshener
    - 2. Chewing gum remover
    - 3. Chrome polish
    - 4. Cleaning fluid

JOB SHEET #1

   5. Disinfectant spray
   6. Furniture polish
   7. Glass cleaner
   8. Gum eraser
   9. Liquid detergent
   10. Nail polish remover
   11. Toilet bowl cleaner
   12. Tub and tile cleaner
   13. Wastebasket liner
   14. Light bulbs

B. Room supplies

   1. Mattress pads
   2. Bottom sheets
   3. Top sheets
   4. Blankets
   5. Spreads
   6. Pillow covers
   7. Bath mat
   8. Bath towels
   9. Hand towels
   10. Washcloths
   11. Toilet tissue
   12. Facial tissue
   13. Soap
   14. Complimentary toilet articles
   15. Ice bucket
   16. Drinking glass and pitcher

JOB SHEET #1

17. Ashtray
18. Hotel/motel specialty items

    EXAMPLES:

    a. Matches
    b. Stationery
    c. Room service menu
    d. Tourist information
    e. Bible and telephone book
    f. Hotel/motel information and guide book
    g. Laundry bag

III. Procedure

A. Locate cart in storage area

B. Clean cart

C. Check trash and soiled linen bags

D. Restock or check cart for the following equipment

(NOTE: Arrange equipment so that it can be easily reached.)

1. Household broom and dust mop if required
2. Vacuum equipment
3. Dustpan
4. Counter brush
5. Bucket
6. Enough washing cloths for each room

   (NOTE: Add a few extra cloths.)

7. Treated dusting cloths
8. Whisk broom
9. Scrub brush
10. Putty knife
11. Portable caddy

JOB SHEET #1

    12. Rubber gloves
    13. Wastebasket liners
    14. Toilet bowl mop

E. Restock or check cart for the following cleaning supplies

(NOTE: Place items used most often near front.)

    1. Air freshener
    2. Chewing gum remover
    3. Chrome polish
    4. Upholstery cleaning fluid
    5. Disinfectant spray
    6. Furniture polish
    7. Glass cleaner
    8. Gum eraser
    9. Liquid detergent
    10. Nail polish remover
    11. Toilet bowl cleaner
    12. Tub and tile cleaner
    13. Wastebasket liner

F. Restock cart with the following room supplies

(NOTE: Stack linens in complete sets or in like groups.)

    1. Mattress pad
    2. Bottom sheet
    3. Top sheet
    4. Blanket
    5. Spread
    6. Pillowcases
    7. Bath mat
    8. Bath towels

JOB SHEET #1

9. Hand towels
10. Washcloths
11. Toilet tissue
12. Facial tissue
13. Soap
14. Complimentary toilet articles
15. Ice bucket
16. Drinking glass and pitcher
17. Ashtray
18. Hotel/motel specialty items

    EXAMPLES:

    a. Matches
    b. Stationery
    c. Room service menu
    d. Tourist information
    e. Bible and telephone book
    f. Hotel/motel information and guide book
    g. Laundry bags

HOTEL AND MOTEL CLEANING
UNIT I

JOB SHEET #2--PERFORM ENTRY INSPECTION AND PRELIMINARY CLEANING TASKS OF HOTEL/MOTEL GUEST ROOM

I. Equipment and supplies (Job Sheet #1)

   A. Stocked supply cart

   B. Passkey

   C. Room report

II. Procedure

   A. Report to assigned room with supply cart, passkey, and room report

   B. Check door for "Do not Disturb" sign or locked door indicator

   (NOTE: Some doors have an indicator that shows when door has been locked from the inside.)

   C. If room is occupied, make a note on room report and move to next room

   (NOTE: You can return to room later.)

   D. If room is vacant, knock on door with knuckles

   (NOTE: Do not use door key or metal object for knocking.)

   E. If there is no response from within, unlock door and open a short distance

   F. Announce yourself: "Housekeeping"

   (NOTE: If occupant is still in room, withdraw quietly and close door. Make note on room report.)

   G. Open door and place cart in opening unless instructed otherwise

   H. Turn on all lights to check for burned-out bulbs or broken lamps and switches

   I. Look around room for

      1. Damage to room and furniture

      2. Missing items

      (NOTE: Missing items should be reported to housekeeper immediately.)

      3. Personal articles left by checked-out guests

      (NOTE: Guest may still be in building and these items may be returned if reported to front desk.)

JOB SHEET #2

J. Replace burned-out light bulbs

(NOTE: Use a sturdy stepladder and be sure hands are dry.)

K. Clean light fixtures with dry cloth

L. Open drapes and window shades

(NOTE: Check to see if drape pulls are working properly and if hooks are in pleats.)

M. Check drapes for damage

(NOTE: Note on room report any repair work needed.)

N. Reset temperature controls

(NOTE: Open windows if instructed by supervisor.)

O. Empty partly-filled glasses into toilet, and take used pitchers, glasses, and ice buckets to supply cart

P. Empty ashtrays into containers provided for that purpose

(NOTE: Do not empty ashtrays into toilet.)

Q. Wipe ashtrays with a damp cloth which has been wrung out in a disinfectant solution

R. Pick up clothing or personal articles that were left in the way of your cleaning

(NOTE: Newspapers not in wastebasket should not be discarded if room is a stay-over.)

S. Remove soiled linen from bathroom

T. Strip bed of linen, shaking out over bed

(NOTE: Look for clothing or other articles; follow instructions for articles left by checked-out guests.)

U. Inspect mattress for wetness, stains, and tears

(NOTE: Mattress should be turned from time to time as instructed by supervisor.)

V. Gather all soiled linen; wrap in a sheet, and put on cart

W. Pick up all litter from bathroom and bed/living area

X. Empty all wastebaskets

(NOTE: Look for guest articles in trash.)

1. Tie plastic wastebasket liners and remove from basket

JOB SHEET #2

2. Wipe the wastebasket with a damp cloth which has been wrung out in disinfectant solution if needed

   (NOTE: Clean inside, outside, and bottom of wastebasket.)

3. Wipe dry

4. Replace plastic liners

HOTEL AND MOTEL CLEANING
UNIT I

JOB SHEET #3--CLEAN HOTEL/MOTEL GUEST ROOM BATHROOM

I. Equipment and supplies (Job Sheet #1)

  A. Stocked supply cart

  B. Passkey

  C. Room report

II. Procedure

  A. Perform entry inspection (Job Sheet #2)

  B. Remove portable caddy from cart

  C. Remove soiled linen, glasses, pitcher, or ice bucket if not already done

  (NOTE: This step may have been completed during entry inspection.)

  D. Clean sink and vanity and remove any shaving articles, perfumes, and make-up items from the basin and vanity

    1. Clear basin area

    2. Test plumbing fixtures for proper working order

    3. Pick up litter, and empty and wipe out wastebasket using damp cloth wrung out in disinfectant solution

    4. Clean medicine cabinet and light fixture using a spray bottle of disinfectant detergent and washing cloth

    (NOTE: Follow supervisor's directions as to what type of detergent to use.)

    5. Clean mirror using glass cleaner; polish with clean, dry cloth or paper

    6. Clean soap dish making sure to leave no bits of material and/or hair

    (NOTE: Throw away all used guest soap.)

    7. Clean back and inside surface of basin using disinfectant detergent solution

    (NOTE: If basin is heavily soiled, use a stronger cleaning agent; do not use harsh chemicals or abrasive scouring powders on sink or metal plumbing.)

JOB SHEET #3

8. Clean strainer and overflow
9. Scrub stopper with brush and cleanser
10. Clean vanity top with disinfectant detergent solution
11. Rinse sink and vanity area, using clean cloth or sponge and faucet water
12. Wipe dry and polish washbasin, plumbing, and vanity top with clean, dry cloth
13. Clean underside of vanity area, and wipe and polish exposed pipes and chrome fixtures

    (NOTE: Use a damp cloth to wipe, and a dry cloth to polish.)

E. Clean shower and/or bathtub

1. Remove all pieces of old bar soap from shower or bathtub

   (NOTE: Wear rubber gloves.)

2. Test tub water valves and shower head
3. Damp wipe shower curtain using a detergent solution and cloth

   (NOTE: Shower curtain may have to be removed for cleaning.)

4. Damp wipe glass shower doors using a detergent solution and cloth; polish with a glass cleaner
5. Scrub rubber bath mat with utility brush and disinfectant detergent solution
6. Rinse bath mat with clear water
7. Rinse bath mat again using a disinfectant solution
8. Hang bath mat over towel bar to dry
9. Wash tiled walls and soap trays with utility brush, hot water, and detergent solution

   (NOTE: Consult executive housekeeper for what to do about stubborn spots.)

10. Scrub shower door tracks using a brush and detergent solution
11. Remove stopper from bathtub, and scrub with utility brush and detergent solution
12. Wash bathtub or shower floor with detergent solution and cloth
13. Clean tub overflow

JOB SHEET #3

14. Rinse bathtub or shower floor

15. Wipe shower stall and/or bathtub with disinfectant solution

16. Wipe dry and polish walls, tub, and plumbing fixtures

    (NOTE: You may be instructed to use metal polish on fixtures.)

17. Place rubber bath mat over side of tub

    (NOTE: If shower stall, place rubber mat on shower stall floor.)

F. Clean toilet

1. Flush toilet bowl, and check for proper operation

   (NOTE: Wear rubber gloves.)

2. Using bowl mop, force some water from toilet bowl over the trap

3. Lather inside of toilet bowl and under rim area using bowl mop; let soak

   (NOTE: Use a sanitizing solution daily and an acid bowl cleaner now and then; follow manufacturer's and supervisor's directions.)

4. Damp wipe toilet pipes, valves, and fittings, using sanitizing solution on sponge or cloth

5. Polish all toilet pipes, valves, and fittings, using dry cloth or paper towels

6. Damp wipe outside of toilet bowl and seat, using sanitizing solution on sponge or cloth

7. Raise toilet seat and wash underside

   (NOTE: Do not forget to clean hinges and hardware.)

8. Dry the underside of seat, using a wrung out sponge or cloth

9. Clean outside of toilet bowl and floor area around base of fixture, using sanitizing solution on sponge or cloth

10. Clean inside of toilet bowl, using bowl mop, cleaning cloth, or sponge

    (NOTE: Cleaning agent may have to be added to cloth or sponge.)

11. Scrub entire inside toilet surface, using circular motion

    (NOTE: Be sure to scrub the line where the surface of the water touches the bowl.)

JOB SHEET #3

12. Scrub under rim of toilet bowl

    (NOTE: This is one source of odor in bathrooms.)

13. Flush toilet

14. Check under rim with hand mirror

    (NOTE: All mineral stains and deposits should be removed.)

15. Remove mineral deposits by descaling with acid bowl cleaner

    (CAUTION: THIS IS A HARMFUL CHEMICAL AND CAN BURN YOUR SKIN AND DAMAGE EYES.)

    a. Holding bowl mop over toilet bowl, pour acid on bowl mop

       (NOTE: Do not use acid on metal fixtures.)

    b. Rub the flushing rim with mop

       (NOTE: Press the acid-soaked mop against the water minerals and scale.)

    c. Flush the toilet

    d. Rinse out bowl mop in fresh water in bowl

    e. Wring out bowl mop into bowl, using wringing cover

    f. Flush toilet to remove all acid

       (NOTE: Never leave acid in bowl as it may splash on next person who uses the toilet.)

16. Dry all surfaces of the toilet and seat

G. Dust inside of bathroom door and windowsill

H. Close window if open

I. Replace bathroom guest supplies and complimentary toilet articles

   (NOTE: Cloth bath mat should be placed on top of rubber mat if on side of tub.)

J. Clean bathroom floor

   1. Dip brush or cleaning cloth into detergent solution

   2. Scrub floor, paying special attention to edges and corners

   3. Rinse floor, using cloth and clear water

      (NOTE: Wring out cloth very dry on final rinse.)

HOTEL AND MOTEL CLEANING
UNIT I

JOB SHEET #4--PERFORM BED CARE IN HOTEL/MOTEL GUEST ROOM

I. Supplies

   A. Clean bottom sheet

   B. Clean top sheet

   C. Clean pillowcases

II. Procedure

   A. Strip bed of all linen

   (NOTE: This step may have been completed during entry inspection.)

   B. Shake out linen over bed to look for articles lost by guests

   C. Check mattress pad

   (NOTE: Replace pad if wet, stained, or torn.)

   D. Notice condition of mattress and springs

   (NOTE: Those needing repair or replacement should be reported to housekeeper.)

   E. Take soiled linen to cart, and obtain needed clean linens

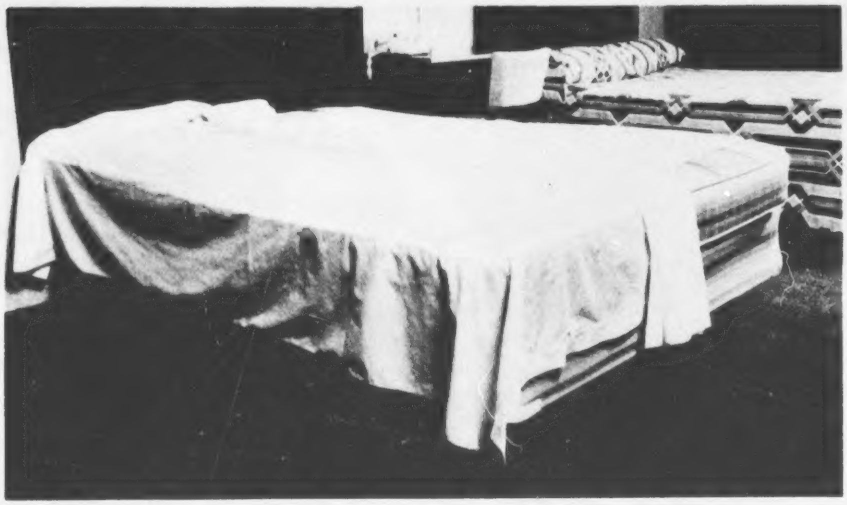
   F. Smooth out mattress pad

JOB SHEET #4

G. Start at head of bed, and spread bottom sheet out over mattress with center of sheet in center of mattress (Figure 54)

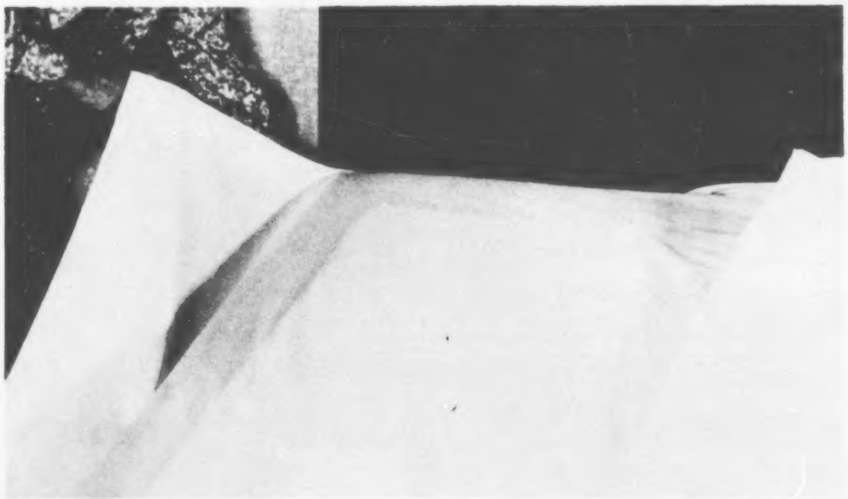
(NOTE: Unfold on bed; do not flip or toss in air over the bed.)

FIGURE 54



H. Lift mattress at head of bed, and tuck under the extra length of bottom sheet (Figure 55)

FIGURE 55

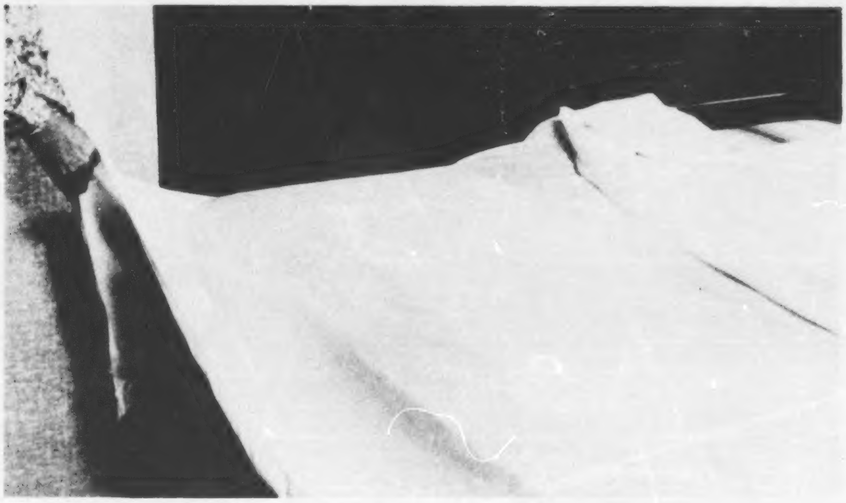


JOB SHEET #4

I. Miter upper corner of bottom sheet at head of bed

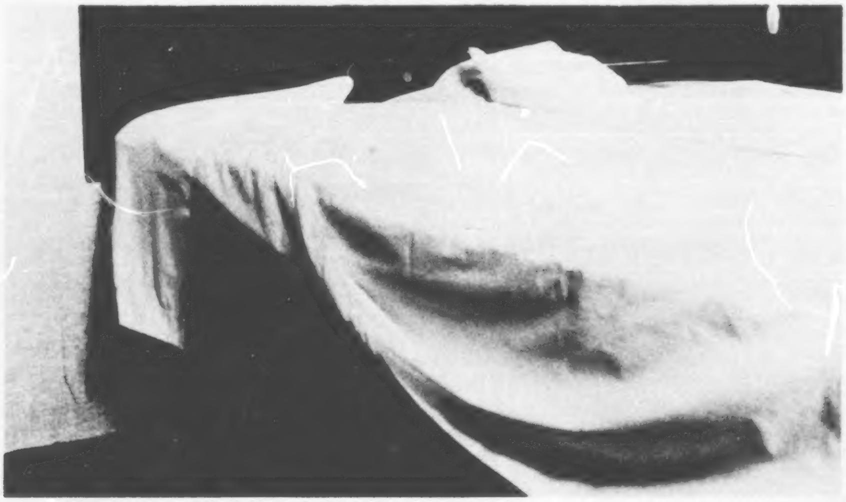
1. Grasp edge of sheet about two feet from corner (Figure 56)

FIGURE 56



2. Lift this section so that a triangle is formed on the top of the mattress (Figure 57)

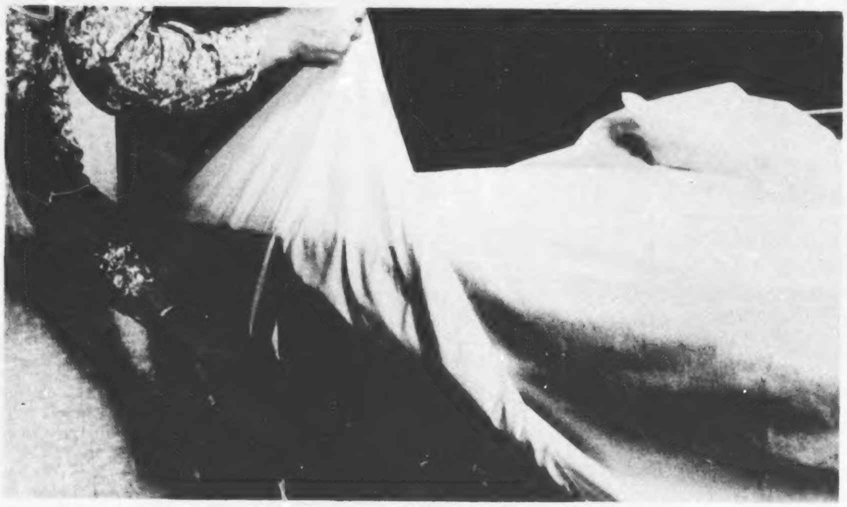
FIGURE 57



JOB SHEET #4

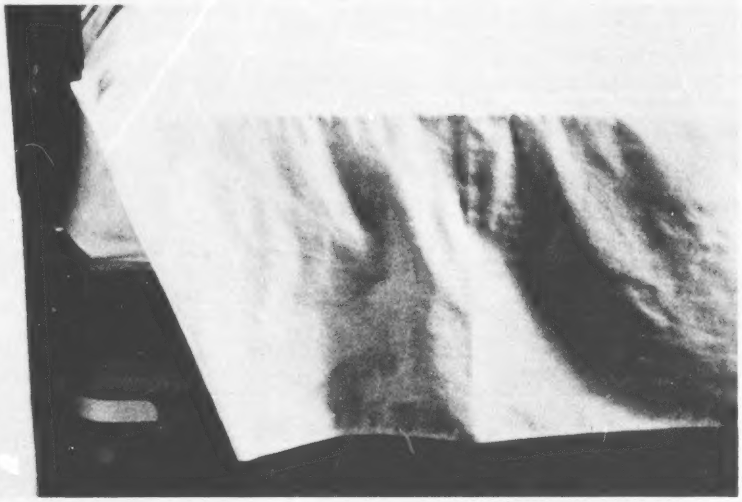
3. Tuck corner of sheet under mattress (Figure 58)

FIGURE 58



4. Drop triangle over side of bed (Figure 59)

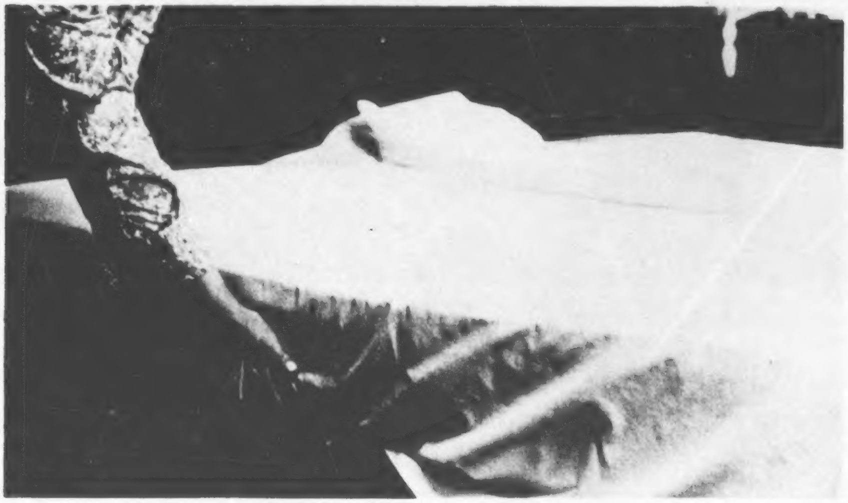
FIGURE 59



JOB SHEET #4

J. Tuck side edge of bottom sheet under mattress (Figure 60)

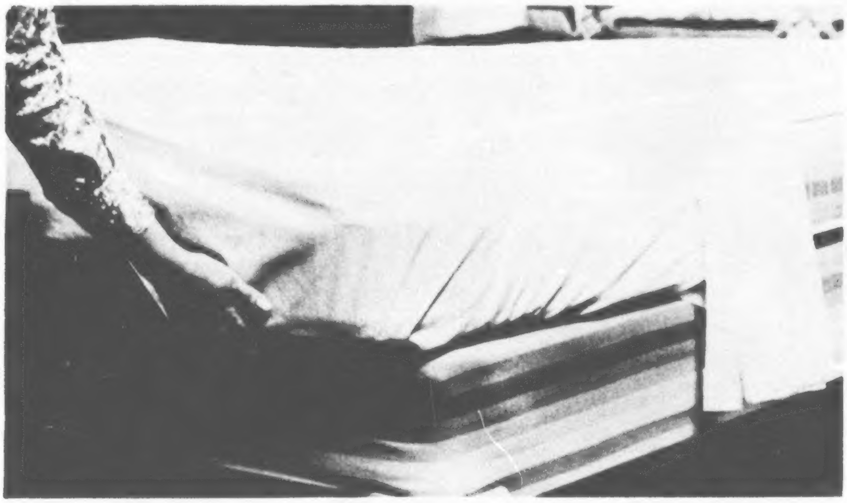
FIGURE 60



K. Miter lower corner of bottom sheet, and complete tucking edge of sheet under mattress (Figure 61)

(NOTE: Follow same procedure as above for mitering all corners.)

FIGURE 61

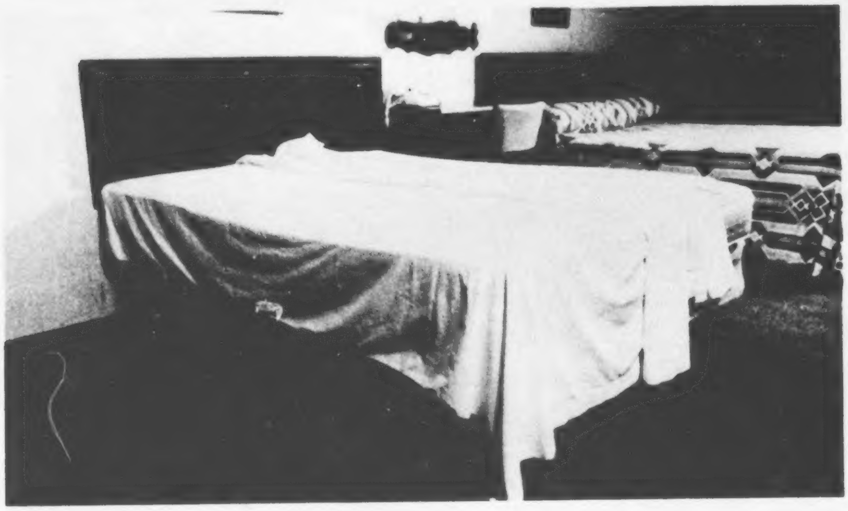


JOB SHEET #4

L. Spread top sheet over bed (Figure 62)

1. Center sheet with equal amounts of overhang on each side
2. Position top hem of sheet flush with top edge of mattress
3. Unfold on bed; do not flip or toss in air over bed

FIGURE 62

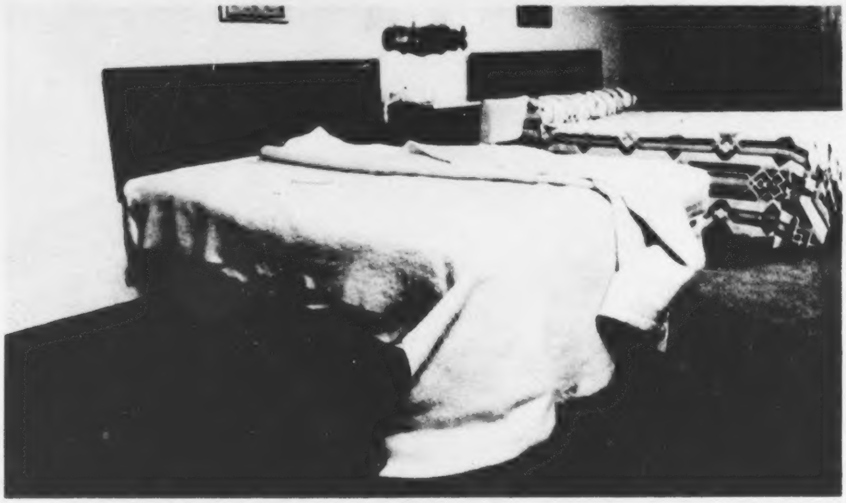


JOB SHEET #4

M. Spread blanket on top of sheet (Figure 63)

1. Center blanket with equal amounts of overhang on each side
2. Position top of blanket 6 inches below top edge of mattress
3. Unfold on bed; do not flip or toss in air over bed

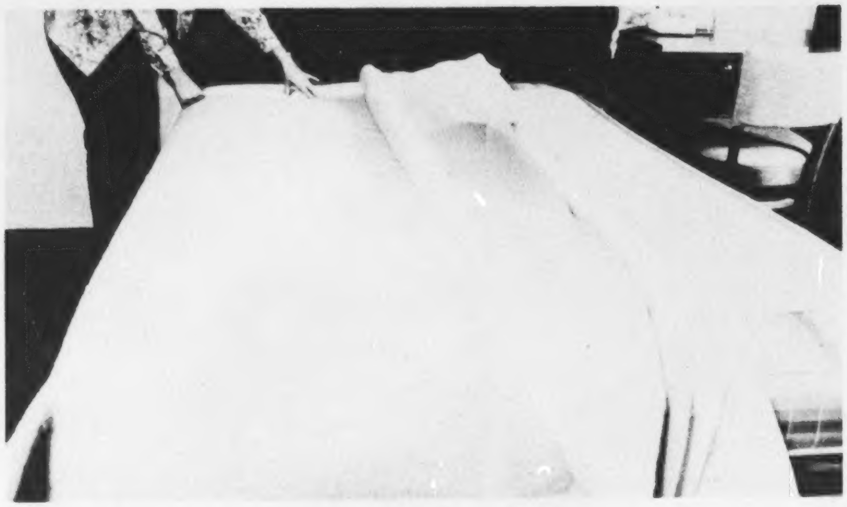
FIGURE 63



JOB SHEET #4

N. Fold top edge of top sheet over top edge of blanket (Figure 64)

FIGURE 64

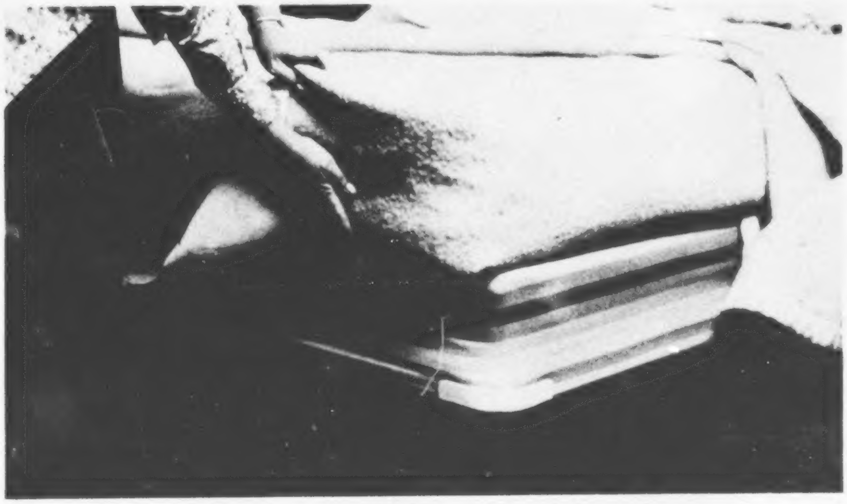


O. Smooth blanket over bed working toward foot of bed

P. At lower corner, tuck under extra length, and miter the top sheet and blanket together (Figure 65)

(NOTE: Do not tuck in side edge of top sheet and blanket unless instructed by supervisor.)

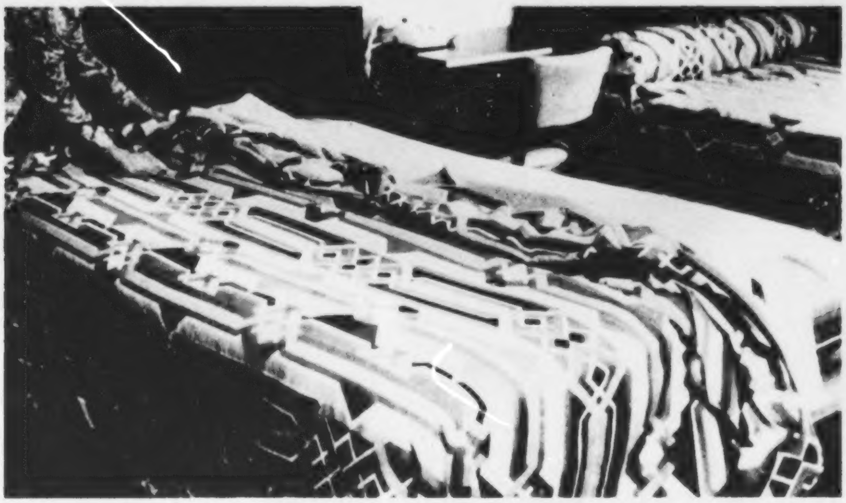
FIGURE 65



JOB SHEET #4

Q. Center spread on bed; unfold and smooth spread with long, even strokes, working toward the head of the bed (Figure 66)

FIGURE 66

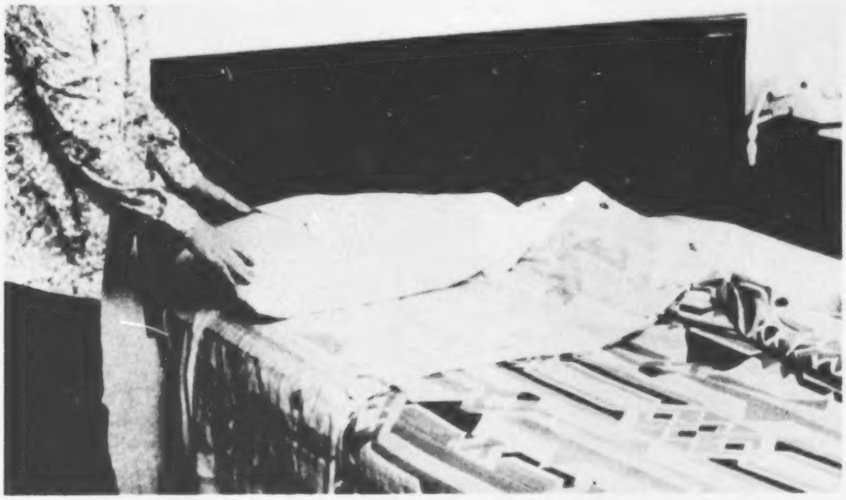


R. Fold down top edge of spread enough for placing the pillow

S. Place pillow in case using hands only (Figure 67)

(NOTE: Do not hold pillow under chin or allow to touch your body while changing pillowcase.)

FIGURE 67

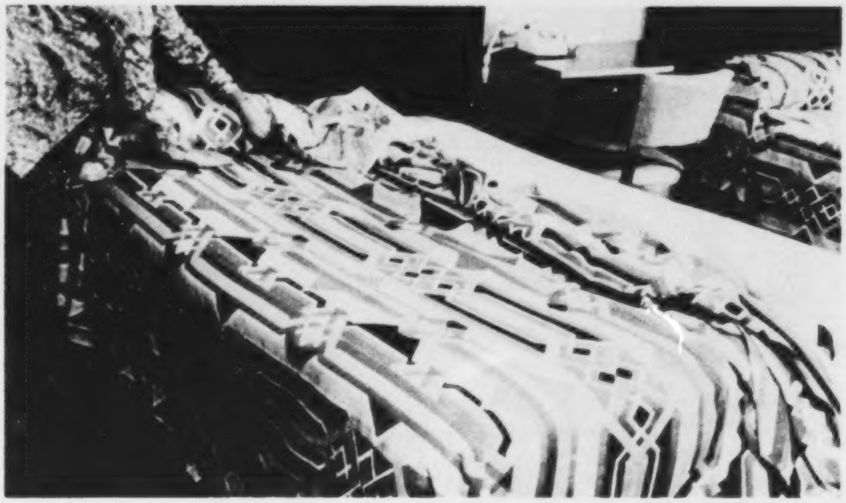


JOB SHEET #4

T. Place pillow over folded down spread

U. Arrange spread smoothly over pillow (Figure 68)

FIGURE 68

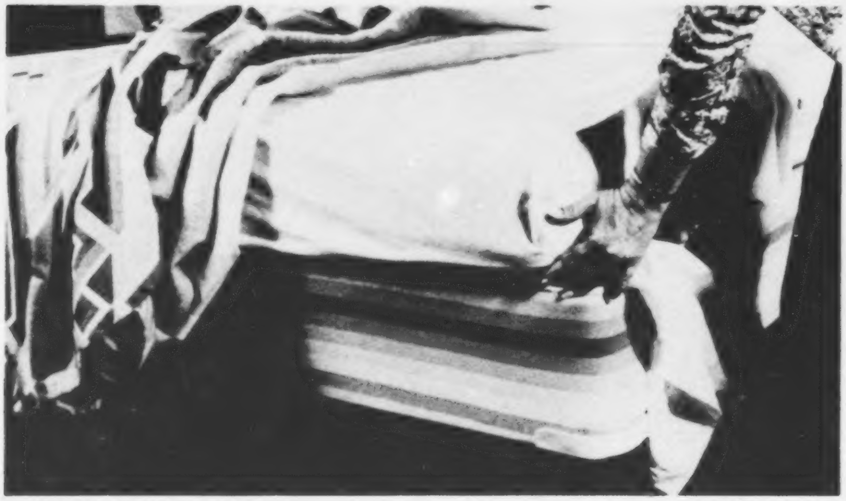


V. Move to other side of bed

W. Tuck bottom sheet at the foot of bed under mattress

X. Miter the bottom sheet at the foot of the bed (Figure 69)

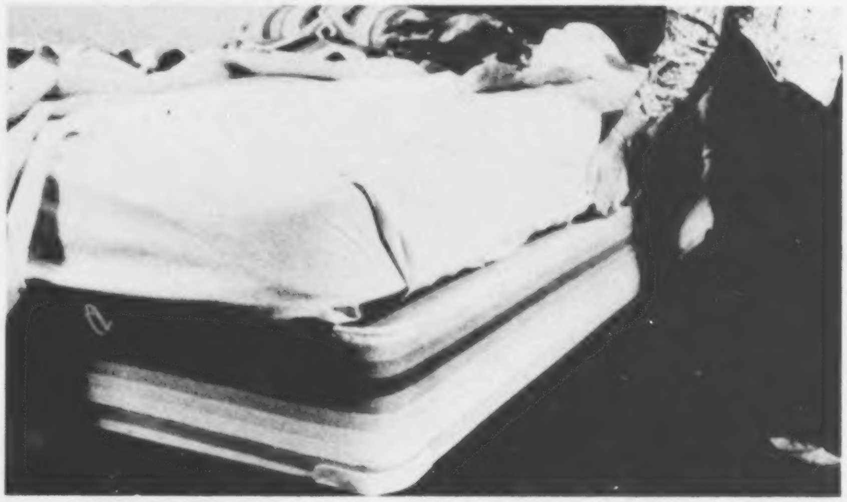
FIGURE 69



JOB SHEET #4

Y. Tuck bottom sheet under mattress about half-way up side of bed (Figure 70)

FIGURE 70



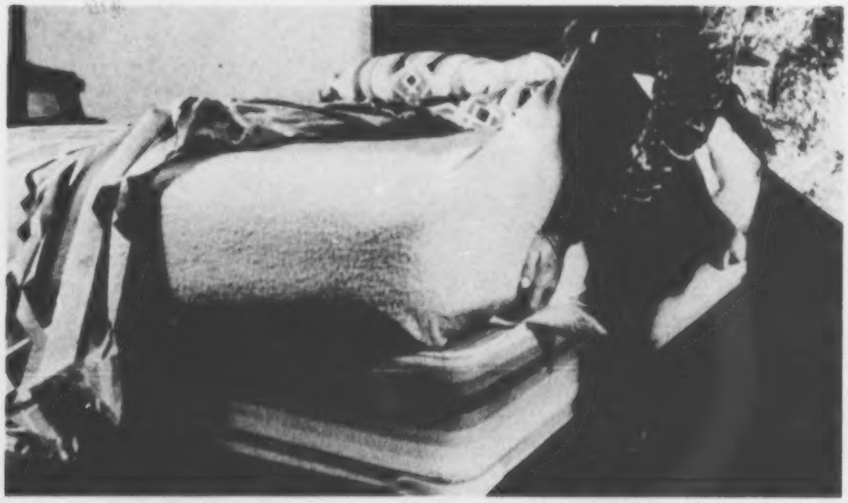
Z. Straighten top sheet on lower corner of bed

AA. Pull blanket over lower corner of bed

BB. Tuck blanket and top sheet under foot of mattress

CC. Miter corner of top sheet and blanket together at foot of bed (Figure 71)

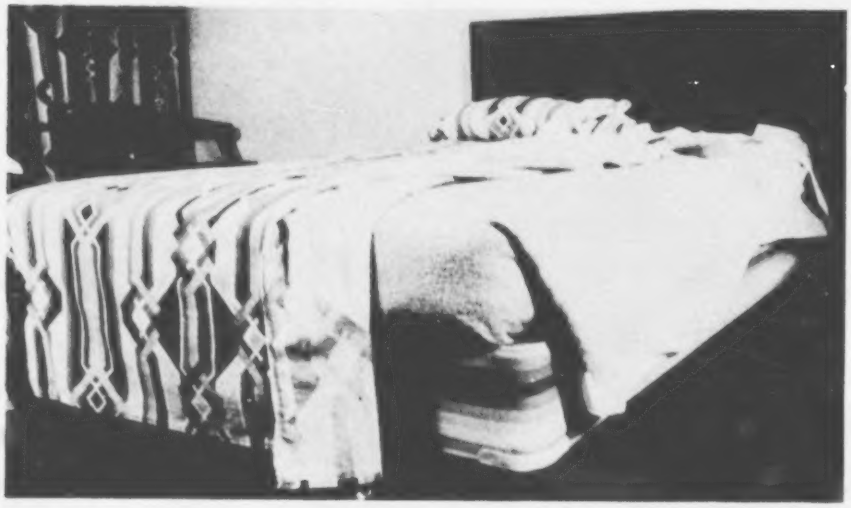
FIGURE 71



JOB SHEET #4

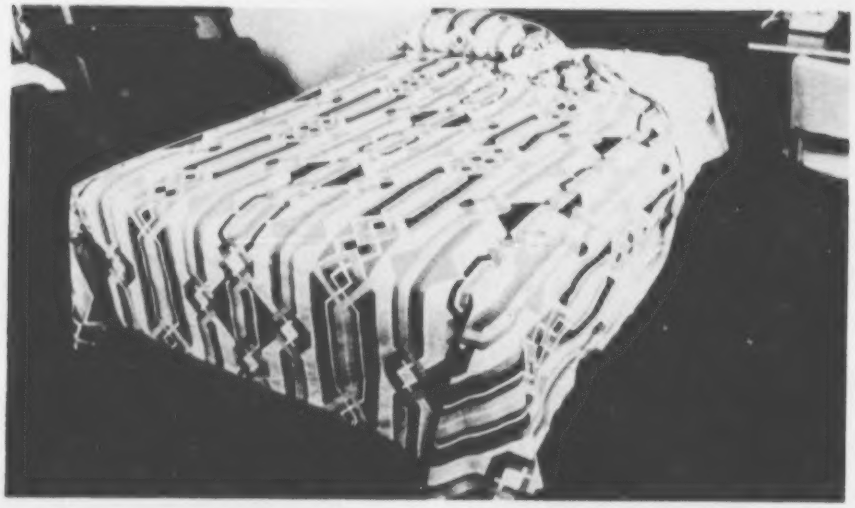
DD. Smooth top sheet and blanket along side of bed (Figure 72)

FIGURE 72



EE. Smooth spread over lower corner of bed (Figure 73)

FIGURE 73



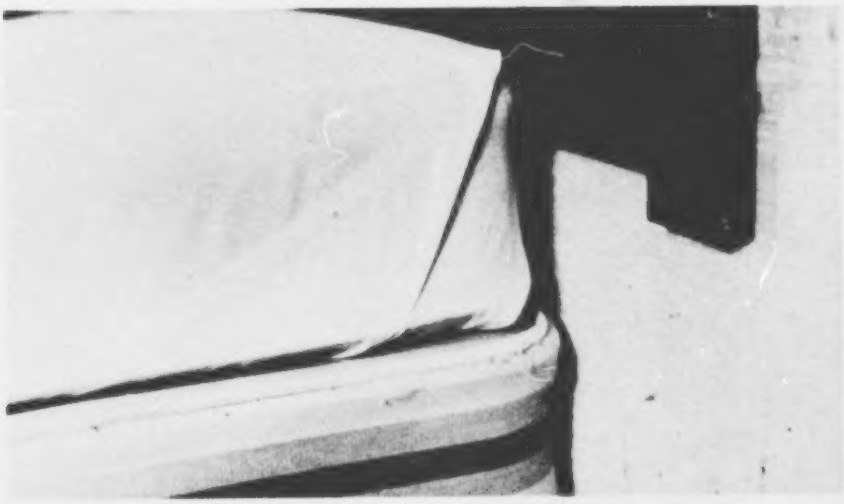
JOB SHEET #4

FF. Move to head of bed and tuck extra length of bottom sheet under top edge of mattress

(NOTE: Pull sheet smooth and tight.)

GG. Miter corner of bottom sheet, and finish tucking in along side of bed (Figure 74)

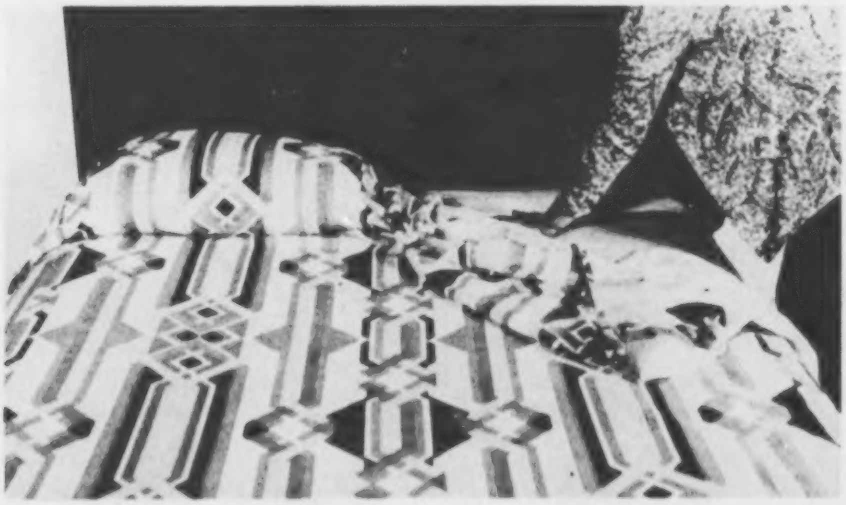
FIGURE 74



HH. Straighten and smooth out top sheet and blanket at head of bed

II. Fold top edge of top sheet over top edge of blanket (Figure 75)

FIGURE 75



JOB SHEET #4

JJ. Replace pillowcase on other pillow if required, and position pillow at head of bed

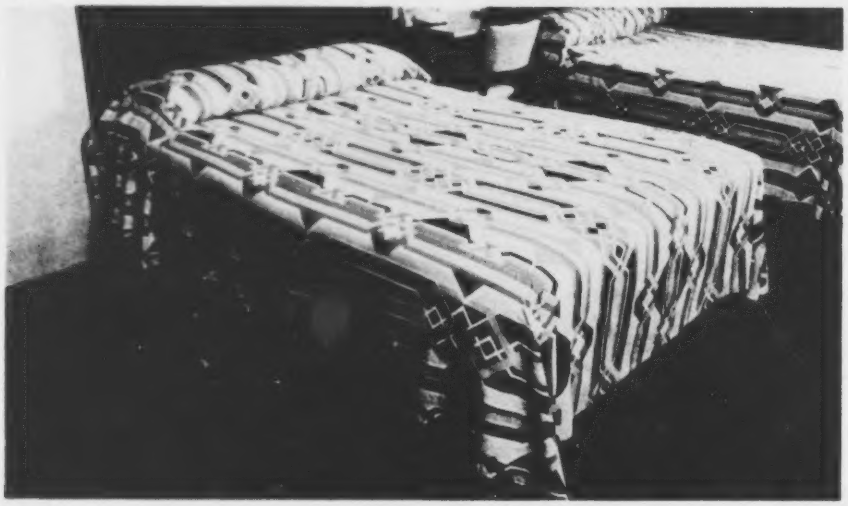
(NOTE: Do not hold pillow under chin or allow to touch your body while changing pillowcase.)

KK. Smooth and adjust spread

LL. Adjust top of spread over pillows, and tuck in as specified by supervisor

MM. Inspect work for smoothness, uneven edges, and bed alignment (Figure 76)

FIGURE 76



HOTEL AND MOTEL CLEANING
UNIT I

JOB SHEET #5--CLEAN HOTEL/MOTEL GUEST ROOM BED AND LIVING AREA

I. Equipment and supplies (Job Sheet #1)

   A. Well-stocked supply cart

   B. Vacuuming equipment

   C. Passkey

   D. Room report

II. Procedure

   A. Perform room entry inspection (Job Sheet #2)

   B. Clean bathroom (Job Sheet #3)

   C. Perform bed care service (Job Sheet #4)

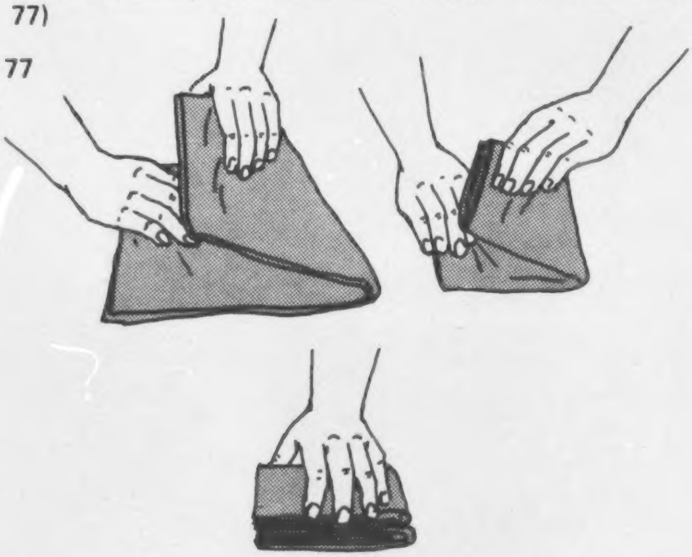
   D. Clean closet

      1. Select treated dust cloth

         (NOTE: A cleaning cloth dampened with a disinfectant solution may be used.)

      2. Fold cloth to provide as many dusting surfaces as possible (Figure 77)

FIGURE 77

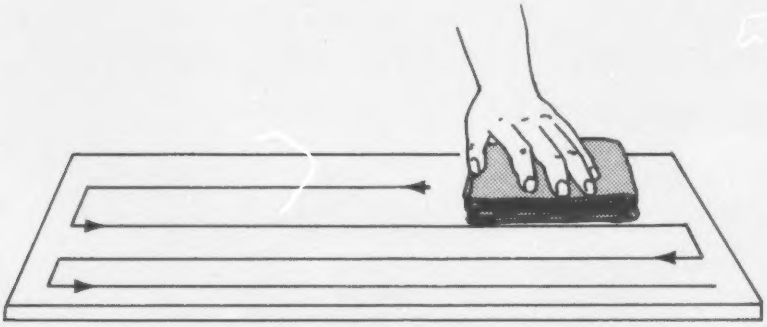


JOB SHEET #5

3. Dust using long, straight strokes in both horizontal (flat) and vertical (upright) dusting (Figure 78)

   (NOTE: Never use a circular motion.)

FIGURE 78



4. Hold cloth loosely, so that it will absorb dust easily

   (NOTE: Never flick the cloth; this only scatters dust.)

5. Turn and refold cloth as needed to expose clean surface
6. Check for correct number of hangers, and arrange neatly
7. Scrub closet floor if tile, or vacuum if carpet
8. Replace laundry bag if provided

E. Clean furniture and woodwork

1. Clean and polish all wooden furniture

   (NOTE: Use a cleaning cloth treated with furniture polish.)

2. Move objects on furniture to dust under them

   (NOTE: Slide heavy non-marring objects; raise light objects, and replace as you dust.)

JOB SHEET #5

3. Clean and polish all doors, door frames, picture frames, headboards, and mirror frames

   (NOTE: Start with the highest surface to be dusted, and work down; generally, start at the entrance of a room and work around the room.)

4. Dust inside of drawers in chests and desks

   (NOTE: If room is a stay-over, roomkeepers may be instructed not to clean drawers.)

5. Report articles that were left behind by a checked-out guest

6. Replace and neatly arrange drawer items provided for guests

   (NOTE: Extra blankets are often stored in chests.)

7. Clean television screen, Venetian blinds, windowsills, and washable lamp shades

   (NOTE: A damp cloth wrung out in a disinfectant solution may be used to clean these items.)

8. Clean telephone, and disinfect mouthpiece

   (NOTE: A disinfectant spray may be used.)

9. Clean laminated plastic surfaces such as table tops

   a. Use mild soapy water

   b. Rinse with clean water

   c. Dry with a soft cloth

   d. Wax with a liquid wax

      (NOTE: Do not use cleansing powder.)

10. Dust upholstered furniture with whisk broom, or vacuum with upholstery attachment

    (NOTE: Vinyl upholstery will be cleaned with damp cloth and disinfectant.)

F. Replace any guest supplies not previously replaced such as stationery, telephone pads, literature, menu, matches, ashtrays, and hotel/motel information

G. Vacuum carpet

1. Sweep dirt and dust from corners and edges using a whisk broom or small household broom

2. Move furniture as required

JOB SHEET #5

3. Adjust vacuum to height of the carpet pile
4. Adjust vacuum handle to permit waist-level operation
5. Pick up by hand and remove trash such as small stones, pieces of metal, and hairpins
6. Vacuum the room using a forward-backward-forward motion

   (NOTE: Start at the entrance and work around the room.)

H. Perform final room check	Yes	No
1. Is furniture where it belongs?	______	______
2. Are room temperature controls set?	______	______
3. Are windows closed?	______	______
4. Are drapes or curtains adjusted?	______	______
5. Are pictures straight?	______	______
6. Is dresser mirror cleaned and straightened?	______	______
7. Are lights and lamps turned off, and lamp shades cleaned and straightened?	______	______
8. Are ashtrays cleaned and straightened?	______	______
9. Have you left fresh books of matches in ashtrays?	______	______
10. Is room service menu on dresser under mirror?	______	______
11. Is blanket in bottom drawer of dresser?	______	______
12. Is stationery in top drawer of dresser?	______	______
13. Is directory of services on top of dresser?	______	______
14. Is television turned off and screen cleaned?	______	______
15. Is telephone book under or beside telephone?	______	______
16. Is Bible on bedside table?	______	______
17. Has wastebasket been cleaned and new liners put in?	______	______
18. Is bath mat hung over bathtub?	______	______
19. Are bath linens on cabinet, hanging up, or folded on rack?	______	______
20. Are drinking glasses on cabinet by basin?	______	______

JOB SHEET #5

	Yes	No
21. Is ice bucket on cabinet with glasses?	____	____
22. Is bar of wrapped soap in basin dish, one cake in bathtub dish, and extra, if provided, on cabinet?	____	____
23. Are complimentary toilet articles on cabinet by basin?	____	____
24. Are bedspread and pillows smooth and evenly centered?	____	____
25. Is checkout notice on door frame?	____	____
26. Is innkeeper's law on door frame?	____	____
27. Is "Do not Disturb" sign on inside of door knob?	____	____
28. Have items needing repair been noted?	____	____
29. Are all cleaning supplies removed?	____	____
30. Is door locked?	____	____

I. Move to next assigned room or follow checkout instructions

J. Take dirty linen to linen room

K. Report to housekeeper

  1. Turn in room report
  2. Turn in lost and found items
  3. Turn in passkey

L. Turn in unused supplies such as towels, bed linens, guest supplies, and giveaways

M. Clean equipment using a detergent solution and clean cloth

N. Clean the vacuum cleaner

  1. Empty bag at end of each shift or sooner if needed
  2. Sponge or wipe off vacuum with damp cloth at end of each shift
  3. Check belt for wear
  4. Check electrical cord and plug for unsafe conditions
  5. Check and clean fan intake filter as instructed by supervisor, or follow manufacturer's directions

JOB SHEET #5

O. Replenish supplies on cart

(NOTE: Follow housekeeper's directions.)

P. Store equipment such as vacuum cleaners and mop buckets

Q. Change to street clothes, and turn in uniform

R. Punch time card, or fill out sign-out sheet

HOTEL AND MOTEL CLEANING
UNIT I

TEST

NAME ______________________________ SCORE ______________

1. List three reasons for the importance of good housekeeping.

a. ____

____

____

b. ____

____

____

c. ____

____

____

2. Match hotel/motel room cleaning terms to their definitions. Write the correct numbers in the blanks.

_____a. Cart used by the housekeeping aide to move cleaning equipment, cleaning supplies, and guest room supplies to each room

_____b. Report to be completed by the housekeeping aides as they perform their duties

_____c. Master key used by hotel/motel staff to enter locked rooms

_____d. Small tote tray used to organize and carry cleaning supplies into a room or bathroom from supply cart

_____e. Plaster-like material (mortar) used to fill the spaces (cracks) around tiled walls and floors

_____f. Dressing table or ledge with a mirror used for combing hair and putting on cosmetics; when located in bathroom, usually contains a wash basin

_____g. Towel-like washable mat laid on floor by guests to step on when getting out of tub or shower

1. Bath mat
2. Room status report
3. Portable caddy
4. Grouting
5. Supply cart
6. Vanity
7. Passkey

TEST

______h. Person who controls, directs, oversees, and makes decisions about the running of the hotel/motel

______i. Polite; respects others

______j. First; going before the main part

______k. Water to which detergent has been added

______l. Happening now and then

______m. Look or outward aspect of a person or thing

______n. To make free from harmful germs

______o. Person who supervises the cleaning of rooms and public areas, the linen room, the laundry, hires personnel, inspects rooms, prepares schedules, and may be in charge of the maintenance and engineering departments

______p. Liquid in which a germ-killing material has been dissolved

______q. To reside in a room

______r. Professional man or woman who cleans and supplies the guest room

______s. Condition of being free from illness

8. Detergent solution
9. Preliminary
10. Courteous
11. Management
12. Occasionally
13. Appearance
14. Disinfectant solution
15. Healthy
16. Housekeeper
17. Occupy
18. Roomkeeper
19. Sterilize

3. Match hotel/motel abbreviations to their definitions. Write the correct abbreviations in the blanks.

______a. Room is occupied or guest has not removed clothing or luggage

______b. Guest has checked out or removed personal effects from room

______c. Guest plans to stay over for one or more days

______d. Vacant room

______e. Mark to indicate that a room was cleaned and fresh guest supplies left in room

______f. Pre-registered

______g. House use; room is removed from list of available guest rooms and is held for in-house use

1. CO
2. VAC
3. PR
4. OCC
5. HU
6. SO
7. ✓

TEST

4. Select personal grooming practices of a hotel/motel housekeeping aide. Write the correct word(s) in the blanks.

   a. Bathe or shower ____________________ using plenty of soap and water

   (1) weekly
   (2) daily
   (3) monthly
   (4) twice a week

   b. After ____________________, use a deodorant or anti-perspirant to help control body odor

   (1) lunch
   (2) work
   (3) dressing
   (4) bathing

   c. Brush or floss teeth ____________________ if possible

   (1) after meals
   (2) weekly
   (3) not at all
   (4) monthly

   d. Shampoo hair ____________________ and keep it neat

   (1) often
   (2) once a week
   (3) monthly
   (4) not at all

   e. All clothing and uniforms should be clean and changed ____________________

   (1) weekly
   (2) twice a week
   (3) monthly
   (4) daily

   f. Clean and trim fingernails ____________________

   (1) often
   (2) monthly
   (3) only if cracked
   (4) yearly

5. Select from the following list employment responsibilities of a hotel/motel housekeeping aide. Write an "X" in the blank before each correct statement.

   _____ a. Reporting to work on time

   _____ b. Cleaning cabinets in hotel/motel kitchen

   _____ c. Room passkey

   _____ d. Hotel/motel room furniture and property

   _____ e. Personal effects of guest while cleaning room

   _____ f. Reserving meeting rooms for guests

   _____ g. Sanitation level of guest room

   _____ h. Buying airline tickets for guest

   _____ i. Restocking supply cart and control of supplies

TEST

______j. Room status report

______k. Delivering food to rooms

______l. Calling taxi for guest

6. Select from the following list true statements about personal safety rules for a hotel/motel housekeeping aide. Write an "X" in the blank before each correct statement.

______a. Keep floors clean and clear

______b. Do not run

______c. Lift heavy objects when alone

______d. Lift with legs and arms, not the back

______e. Use care while handling furniture to avoid splinters or cuts

______f. Occasionally scuffle with other employees when caught up on work

______g. Clean toilet without rubber gloves if careful

______h. Turn on lights before entering a room

______i. Smoke in room if it is vacant

______j. Watch for burning cigarettes or ashes in ashtrays and wastebaskets

______k. Stand on edge of tub to change shower curtain if tub has not been cleaned

______l. Inspect all equipment before using it

______m. Do not pour cleaning fluids, cleansers, or chemical compounds from their original containers into unlabeled containers

______n. Experiment to find out best cleaning solution mixture

______o. Be careful not to spill cleaning solutions

______p. Leave chemicals and equipment in room for use the following day

______q. Do not put pencils, putty knives, razor blades, or other sharp objects in pockets

______r. Beware of sharp objects such as broken glass or razor blades

______s. Be careful of hot lamp bulbs

______t. Look before walking through doorways, down stairs, around corners, out of rooms, and out of elevators

______u. Avoid extra trips by stacking and carrying as many bundles as you can pick up

TEST

______v. Plug in electrical equipment with wet hands if your feet are dry

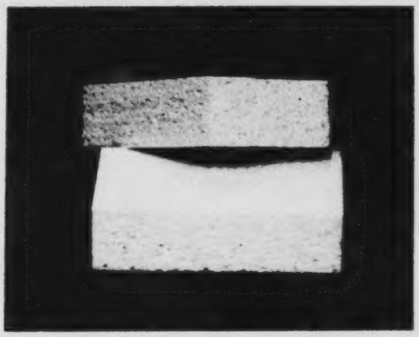
______w. Use edge of door to close it if your hands are clean

______x. Use only methods and tools approved by the housekeeper

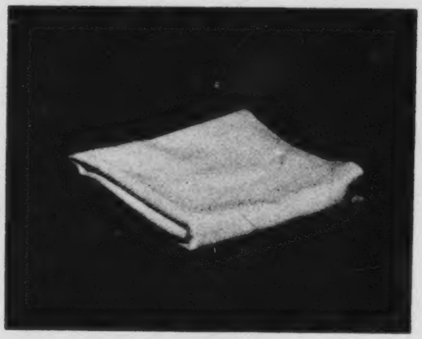
______y. Report only serious injuries

7. Identify hotel/motel room cleaning equipment. Write the correct name in the blank under each picture.

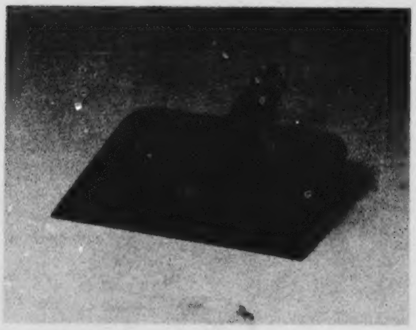
Dustpan
Sponges
Vacuum attachment (crevice tool)
Dustcloths and polishing cloths



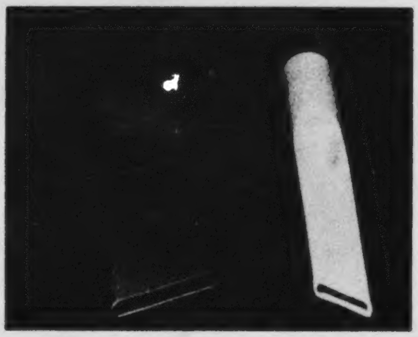
a. ____________________________



b. ____________________________



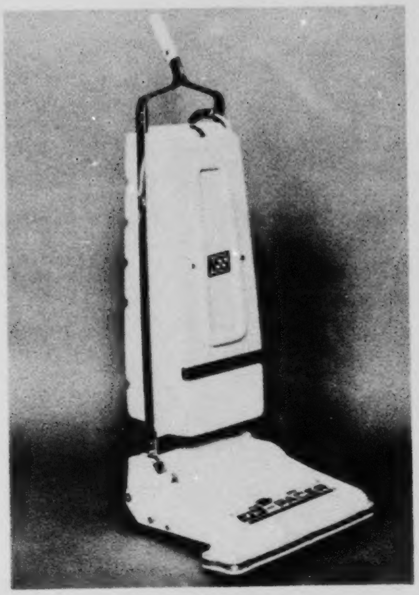
c. ____________________________



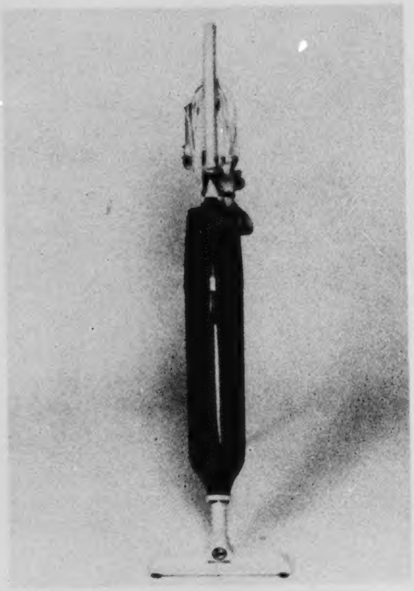
d. ____________________________

TEST

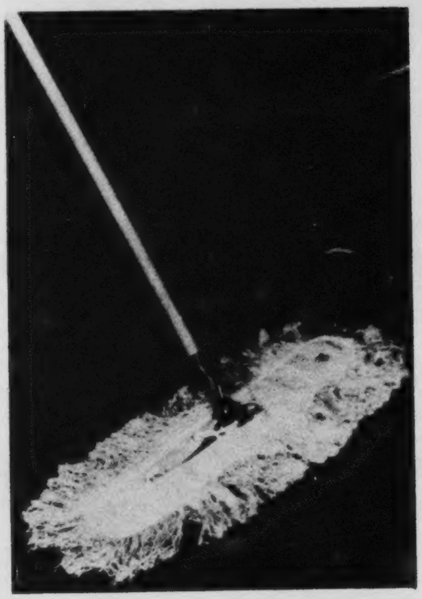
Dust mop **Vacuum cleaner (upright)** **Wet mop** **Power broom (electric)**



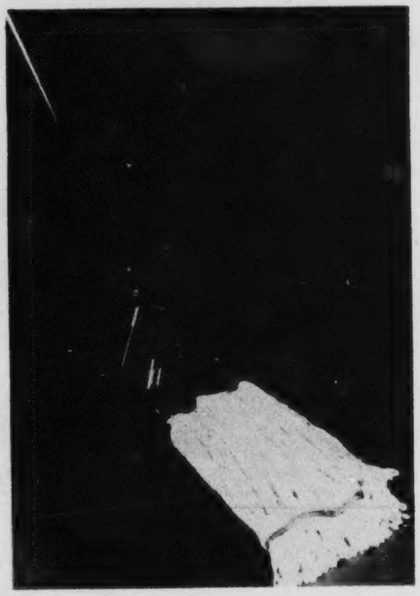
e. ______________________



f. ______________________



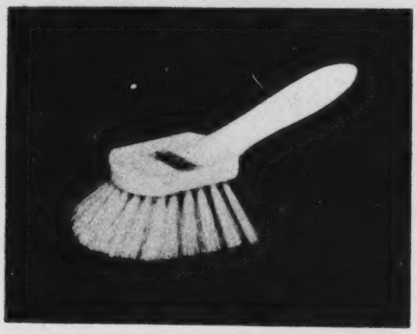
g. ______________________



h. ______________________

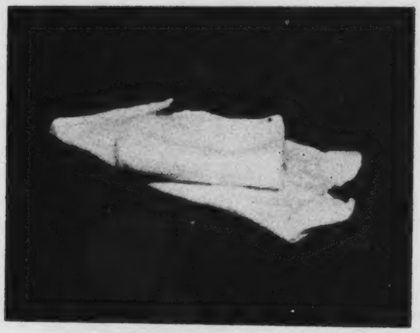
TEST

Cloth bag
Mop bucket/wringer
Putty knife
Cleaning cloths
Scrub brush

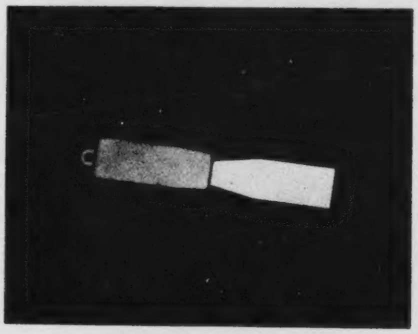


i. ______________________

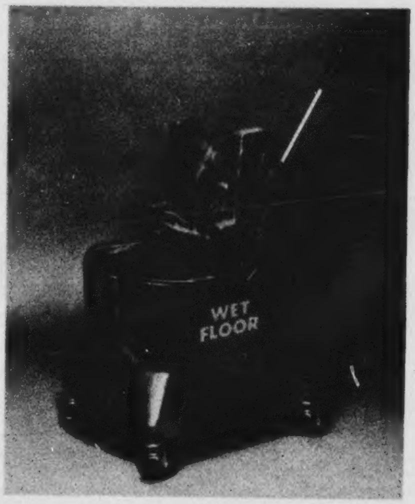
j. ______________________



k. ______________________



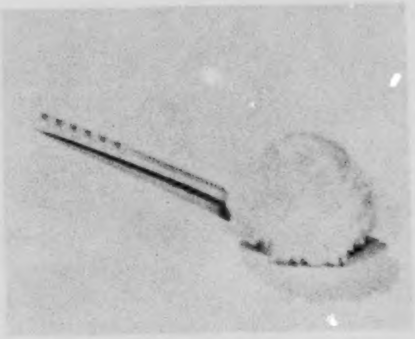
l. ______________________



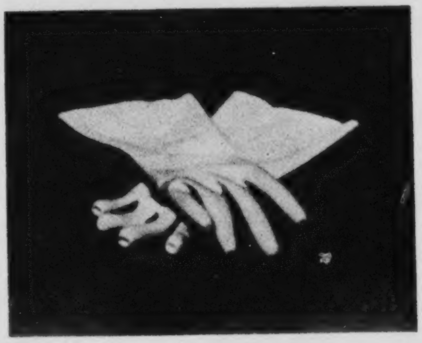
m. ______________________

TEST

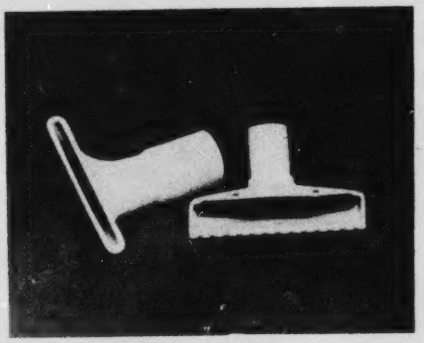
Rubber gloves Toilet brush Whisk broom
Vacuum attachment (upholstery tool) Vacuum cleaner (canister or tank type)



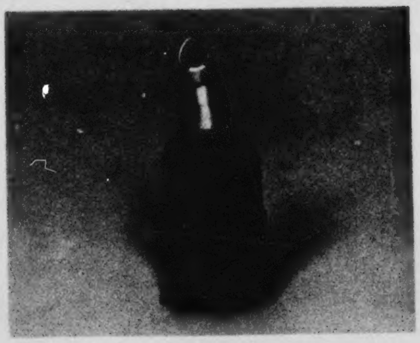
n. ______________________



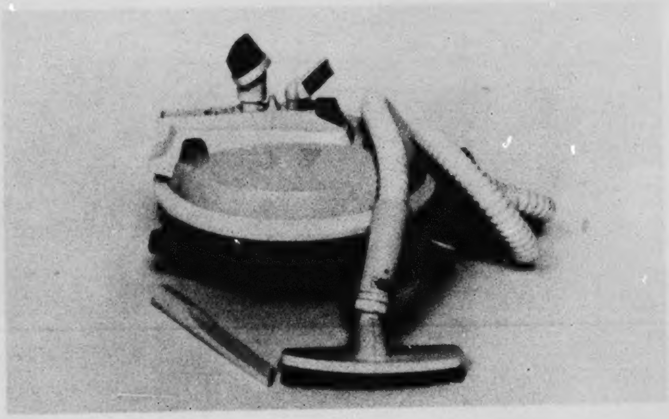
o. ______________________



p. ______________________



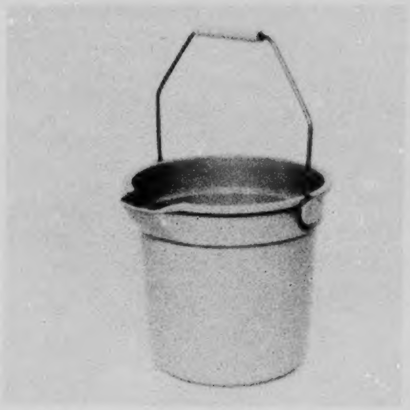
q. ______________________

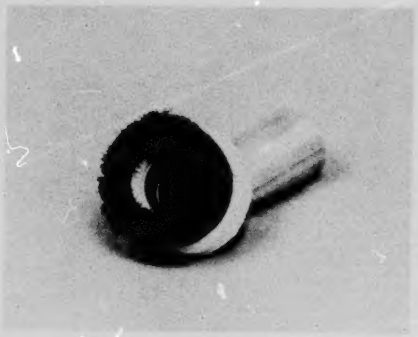


r. ______________________

TEST

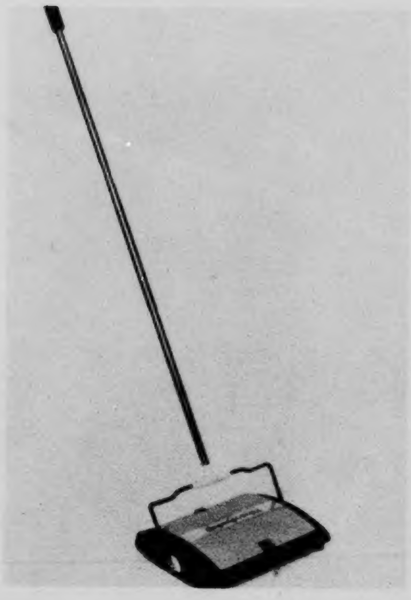
Supply cart	Vacuum attachment (dusting tool)	Bucket (pail)	Carpet sweeper (manual)

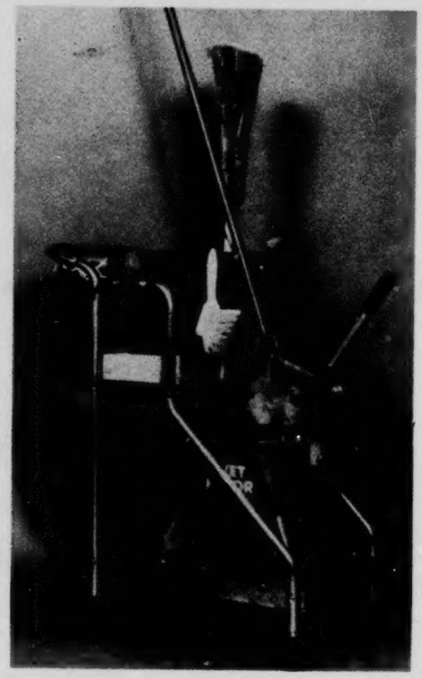




t. ______________________

s. ______________________



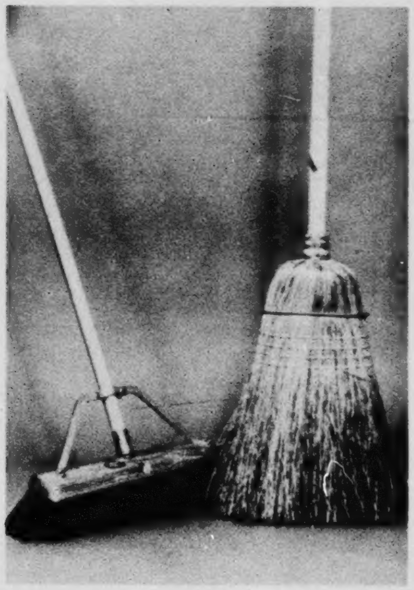


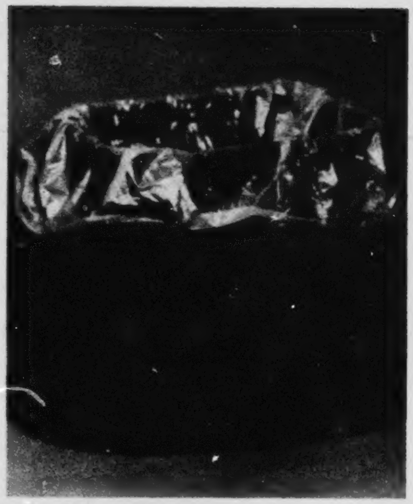
u. ______________________

v. ______________________

TEST

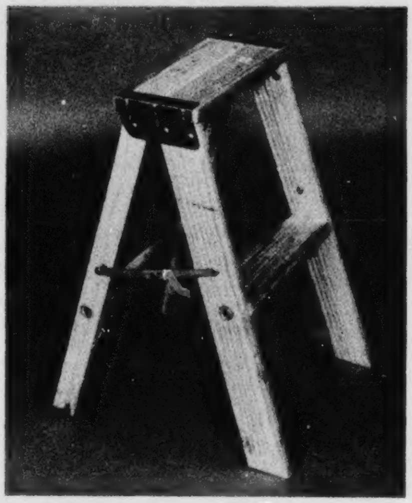
Trash container Ladder Counter brush Broom

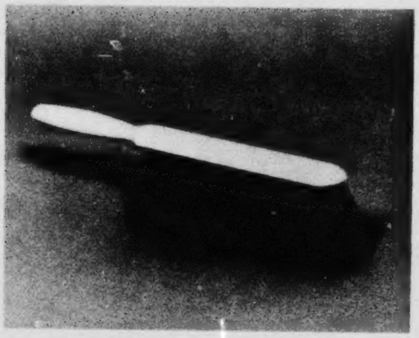




x. ______________________

w. ______________________





y. ______________________

z. ______________________

TEST

8. Match hotel/motel room cleaning equipment to their correct uses. Write the correct numbers in the blanks.

______a. Used for holding detergent solutions and rinse water for hand cleaning

______b. Used for sweeping smooth, dry floor; usually treated to pick up dust

______c. Used to scrape tar, gum, and similar substances from floors, tiles, and walls

______d. Used to remove trash and debris

______e. Used to remove surface dirt from carpet

______f. Used to transport supplies, equipment, linens, and trash to and from rooms

______g. Used for transferring liquids to and from floor surface

______h. Used to touch up upholstered furniture when a vacuum is not used

______i. Used for reaching high places such as light fixtures and shower curtains

______j. Used to vacuum large, flat areas of carpet

______k. Used for cleaning bathroom surfaces, light fixtures, television screens, and mirrors

______l. Used to vacuum ledges, non-fabric furniture, air registers, Venetian blinds; has a bristle brush surface

______m. Used wet to clean small areas

______n. Used for trash or laundry; should be washed daily

______o. Used to clean drain stopper, overflow, shower door tracks, rubber tub mats, and other small, hand-cleaning tasks

______p. Used to vacuum upholstered furniture; has a flat surface

1. Broom
2. Whisk broom
3. Bucket (pail)
4. Carpet sweeper (manual)
5. Supply cart
6. Cleaning cloths
7. Dust mop
8. Ladder
9. Putty knife
10. Sponges
11. Wet mop
12. Upright vacuum
13. Vacuum attachment (dusting tool)
14. Cloth bag
15. Scrub brush
16. Vacuum attachment (upholstery tool)

TEST

_____q. Used to clean Venetian blinds and small areas, and to pick up trash

_____r. Electrical sweeper used for light, daily surface dirt removal

_____s. Used to vacuum edges, cracks, and corners

_____t. Used to clean inside of toilets

_____u. Used for holding and transporting mop solution and rinse water for non-carpeted area

_____v. Used with attachments to vacuum upholstered furniture, ledges, window coverings, and corners where an upright cannot reach

_____w. Used for dusting and polishing furniture, picture frames, bed headboards, tables, lamps, horizontal and vertical surfaces of non-fabric construction; may be treated with treatment oil

_____x. Used to protect hands from irritation and disease when cleaning the toilet or using chemical solutions

_____y. Used for picking up dirt and trash

_____z. Used for holding trash

17. Carpet sweeper (power broom)
18. Counter brush
19. Dust cloths and polishing cloths
20. Dustpan
21. Mop bucket/wringer
22. Rubber gloves
23. Trash container
24. Canister or tank type vacuum
25. Vacuum attachment (crevice tool)
26. Toilet brush (swab)

9. Select from the following list guest supplies commonly furnished in a hotel/motel bathroom. Write an "X" in the blank before each correct answer.

_____a. Bath towels

_____b. Washcloths

_____c. Shirts

_____d. Bath mat

_____e. Complimentary toilet articles

_____f. Soap

_____g. Glass or paper cups/ice bucket

_____h. Toilet tissue

_____i. Raincoat

_____j. Ashtray and matches

TEST

______k. Shoeshine cloth

______l. Hand towels

______m. Facial tissue

10. Select from the list below guest supplies commonly furnished in a hotel/motel bed or living area. Write an "X" in the blank before each correct answer.

______a. Matches

______b. Pens and pencils

______c. Stationery

______d. Bible and telephone book

______e. Room service menu

______f. Ice

______g. Tourist information

______h. Hotel/motel information and guide book

______i. Dictionary

11. Match hotel/motel cleaning supplies to their definitions. Write the correct numbers in the blanks.

______a. Mixed with warm water and used for all-purpose washing

______b. Cleans and polishes windows, glass table tops, mirrors, and television screens

______c. Removes nail polish from bathroom fixtures

______d. Removes embedded grease and dirt by rubbing

______e. Deodorizes room

______f. Removes stains from fabrics and upholstery

______g. Lines wastebaskets for protection against soft drinks, gum, melting ice, and other difficult-to-remove items

1. Air freshener
2. Wastebasket liner
3. Nail polish remover
4. Upholstery cleaning fluid
5. Glass cleaner
6. Detergent solution
7. Scouring powder

TEST

_____h. Removes tar and gum from fabric, upholstery, and carpet; comes in aerosol can

_____i. Polishes and protects wood and wood-like furniture

_____j. Removes spots and soil from rugs and carpets

_____k. Cleans and polishes chrome and metal; comes in paste, liquid, or aerosol spray

_____l. Cleans, disinfects, sanitizes, and deodorizes tubs and tiles; non-abrasive

_____m. Removes smudges from walls

_____n. Cleans mineral deposits from toilet bowls

_____o. Sanitizes rooms and bathrooms

_____p. Increases the dust-attracting and holding ability of dust mops and cloths

_____q. Cleans, disinfects, and deodorizes toilets; used with bowl mop or brush

8. Descaling agent
9. Gum eraser
10. Chrome polish
11. Rug shampoo spotter
12. Furniture polish
13. Tub and tile cleaner
14. Chewing gum remover
15. Disinfectant solution
16. Dust mop treatment
17. Toilet bowl cleaner

(NOTE: Test questions 12-15 are assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

12. Evaluate personal grooming habits.

13. Analyze proper safety habits.

14. Read label information on hotel/motel room cleaning supplies.

15. Demonstrate the ability to

    a. Stock a supply cart.

    b. Perform entry inspection and preliminary cleaning tasks of hotel/motel guest room.

    c. Clean hotel/motel guest room bathroom.

    d. Perform bed care in hotel/motel guest room.

    e. Clean hotel/motel guest room bed and living area.

HOTEL AND MOTEL CLEANING
UNIT I

ANSWERS TO TEST

1. Answer should include any three of the following
   - a. Encourages guests to return
   - b. Promotes overall pride of hotel/motel owners and employees
   - c. Provides a healthful environment for guests
   - d. Prevents carpet, upholstery, and furniture finish from wearing out before its expected life cycle

2. a. 5
   b. 2
   c. 7
   d. 3
   e. 4
   f. 6
   g. 1
   h. 11
   i. 10
   j. 9
   k. 8
   l. 12
   m. 13
   n. 19
   o. 16
   p. 14
   q. 17
   r. 18
   s. 15

3. a. 4
   b. 1
   c. 6
   d. 2
   e. 7
   f. 3
   g. 5

4. a. Daily
   b. Bathing
   c. After meals
   d. Often
   e. Daily
   f. Often

5. a, c, d, e, g, i, j

6. a, b, d, e, h, j, l, m, o, q, r, s, t, x

ANSWERS TO TEST

7. a. Sponges
   b. Dustcloths and polishing cloths
   c. Dustpan
   d. Vacuum attachment (crevice tool)
   e. Vacuum cleaner (upright)
   f. Power broom (electric)
   g. Dust mop
   h. Wet mop
   i. Scrub brush
   j. Cloth bag
   k. Cleaning cloths
   l. Putty knife
   m. Mop bucket/wringer
   n. Toilet brush
   o. Rubber gloves
   p. Vacuum attachment (upholstery tool)
   q. Whisk broom
   r. Vacuum cleaner (canister or tank type)
   s. Bucket (pail)
   t. Vacuum attachment (dusting tool)
   u. Carpet sweeper (manual)
   v. Supply cart
   w. Broom
   x. Trash container
   y. Counter brush
   z. Ladder

ANSWERS TO TEST

8. a. 3
   b. 7
   c. 9
   d. 1
   e. 4
   f. 5
   g. 11
   h. 2
   i. 8
   j. 12
   k. 6
   l. 13
   m. 10
   n. 14
   o. 15
   p. 16
   q. 18
   r. 17
   s. 25
   t. 26
   u. 21
   v. 24
   w. 19
   x. 22
   y. 20
   z. 23

9. a, b, d, e, f, g, h, j, k, l, m

10. a, c, d, e, g, h

11. a. 6
    b. 5
    c. 3
    d. 7
    e. 1
    f. 4
    g. 2
    h. 14
    i. 12
    j. 11
    k. 10
    l. 13
    m. 9
    n. 8
    o. 15
    p. 16
    q. 17

12. Evaluated to the satisfaction of the instructor

13. Evaluated to the satisfaction of the instructor

14. Evaluated to the satisfaction of the instructor

15. Performance skills evaluated to the satisfaction of the instructor

HOSPITAL CLEANING
UNIT II

UNIT OBJECTIVE

After completing this unit, the student should be able to identify equipment, supplies, and room components cleaned or used by housekeeping aides to perform their daily cleaning routines. The student should also be able to demonstrate the ability to disinfect and clean both an occupied patient room and a discharge unit properly, including disinfecting and making the bed. This knowledge will be shown by completing assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. List reasons for a clean hospital.
2. Match hospital cleaning terms to their definitions.
3. Select from a list employment responsibilities of a hospital housekeeping aide.
4. Select personal cleanliness and grooming habits of a hospital housekeeping aide.
5. Select from a list true statements about personal safety rules for a hospital housekeeping aide.
6. Select from a list "Do's" and "Don'ts" for patient and public contact.
7. Match cleaning supplies used by hospital housekeeping aides to their uses.
8. Identify equipment used in cleaning a hospital patient unit.
9. Identify items found in a typical utensil pack for a hospital bedside stand.
10. Identify items found in a typical hospital patient unit.
11. List reasons for using a mitered corner on a bed.
12. Match major isolation color codes to their definitions.
13. Distinguish between major isolation color codes and their precautions.
14. Select from a list common isolation precaution techniques.
15. Select from a list reasons for double bagging.
16. Evaluate personal grooming habits.

OBJECTIVE SHEET

17. Evaluate personal safety habits.

18. Read label information for hospital housekeeping aide's cleaning supplies.

19. Demonstrate the ability to

    a. Stock a supply cart.

    b. Make a mitered corner.

    c. Make an unoccupied hospital bed.

    d. Clean a patient's bathroom.

    e. Clean an occupied patient room.

    f. Clean a hospital room after patient is discharged.

    g. Clean a nurses' lounge.

    h. Perform typical isolation precaution steps.

    i. Use double bagging technique.

HOSPITAL CLEANING
UNIT II

SUGGESTED ACTIVITIES

I. Suggested activities

  A. Order film--*Making the Unoccupied Bed.* Black and white, 14 min., Film #MN-8576A U.S. Navy Medical Film Library. Available from U.S. Navy Medical School, National Naval Medical Center, Bethesda, Maryland 20014.

  B. Contact janitorial supplier for loan of International Sanitary Supply Association (ISSA) slide/cassette training programs on hospital sanitation, resilient floor care, and restroom sanitation.

  C. Provide students with objective sheet.

  D. Provide students with information, assignment, and job sheets.

  E. Discuss unit and specific objectives.

  F. Discuss information and assignment sheets.

  G. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #3.

  H. Provide instructions on how to work Assignment Sheet #3 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

  I. Make answer key for Assignment Sheet #3.

  J. Invite guest speaker to talk to class about hospital employee responsibilities.

  K. Obtain materials and equipment needed to complete job sheets.

  L. Demonstrate and discuss procedures outlined in job sheets.

  M. Arrange field trip to visit local health care housekeeping department.

  N. Arrange on-site training for students to practice skills at local health care facility.

  O. Allow time for students to practice job sheets.

  P. Give test.

II. Instructional materials

  A. Objective sheet

  B. Suggested activities

SUGGESTED ACTIVITIES

- C. Information sheet
- D. Assignment sheets
  1. Assignment Sheet #1--Evaluate Personal Grooming Habits
  2. Assignment Sheet #2--Evaluate Personal Safety Habits
  3. Assignment Sheet #3--Read Label Information for Hospital Housekeeping Aide's Cleaning Supplies
  4. Assignment Sheet #4--Identify Items Found in a Typical Hospital Bedside Stand Utensil Pack
  5. Assignment Sheet #5--Identify Items Found in a Typical Hospital Patient Unit
- E. Answers to assignment sheets
- F. Job sheets
  1. Job Sheet #1--Stock a Supply Cart
  2. Job Sheet #2--Make a Mitered Corner
  3. Job Sheet #3--Make an Unoccupied Hospital Bed
  4. Job Sheet #4--Clean a Patient's Bathroom
  5. Job Sheet #5--Clean an Occupied Patient Room
  6. Job Sheet #6--Clean a Hospital Room After Patient is Discharged
  7. Job Sheet #7--Clean a Nurses' Lounge
  8. Job Sheet #8--Perform Typical Isolation Precaution Steps
  9. Job Sheet #9--Use Double Bagging Technique
- G. Test
- H. Answers to test

III. Unit references

A. Hospital Research and Educational Trust. *Being A Housekeeping Aide.* Washington, D.C.: Robert J. Brady Co., 1967.

B. *Housekeeping Management Assistant.* Lubbock, Texas: Home Economics Instructional Materials Center, Texas Tech University, 1975.

C. *Work Manual of the Executive Housekeeper in a Hospital,* 9th Edition. Huntington, Indiana: Huntington Laboratories, Inc., 1977.

HOSPITAL CLEANING
UNIT II

INFORMATION SHEET

I. Reasons for a clean hospital

  A. Gives the impression of healthfulness and instills confidence in the hospital

  B. Makes patients and hospital employees feel better

  C. Reduces disease-causing germs and prevents cross contamination

II. Terms and definitions

  A. Aseptic (A/sep/tic)--Free from disease-producing microorganisms or infection

  B. Bedrails (BED/rails)--Protective rails on side of bed to prevent patient from rolling out of bed

  C. Cubicle (CU/bi/cle)--Small area separated by a wall, partition, or curtain

  D. Damp dust (DAMP/dust)--To remove surface dust with cloth moistened with a cleaning solution and wrung out very thoroughly

  E. Disinfect (dis/in/FECT)--To kill *more than 50 percent* of harmful germs, and viruses

  F. Disposable underpad (Dis/POS/a/ble un/der/PAD)--Pad used to protect bedding from patient's discharges; thrown away when removed from bed

  G. Drawsheet (DRAW/sheet)--Small sheet made of rubber, plastic or cotton placed crosswise on middle of the bed over bottom sheet to help protect bedding from patient's discharges

  H. Germicide (GER/mi/cide)--Any antiseptic used to kill germs

  I. Isolation (i/so/LA/tion)--Placing a patient apart from others to prevent the spread of infection, thus protecting persons from contact with patient's disease or protecting patient from outside infectious germs

  J. Microorganism (mi/cro/OR/gan/ism)--Tiny living organisms or germs too small to be seen by the naked eye

  K. Mitered corner (MI/ter/ed COR/ner)--Special way to fold bedding on a hospital bed so that corners form a 45° angle

  L. Sanitize (SAN/i/tize)--To lower the level of dirt and disease-causing agents to a level considered healthy--usually 50 percent

  M. Sterilize (STER/i/lize)--To kill *all* organisms such as germs and bacteria; to become aseptic

INFORMATION SHEET

III. Employment responsibilities of a hospital housekeeping aide

   A. Reporting to work on time

      (NOTE: If you are going to be late, call your supervisor.)

   B. Maintaining high moral standards of character and conduct

   C. Not working while under the influence of alcoholic beverages, medication, or drugs

   D. Keeping secret and not discussing with anyone inside or outside hospital all information concerning the condition or treatment of a patient

   E. Seeing that patient's personal effects are undisturbed

   F. Keeping telephone lines open by not using floor or room phones for personal calls

   G. Reporting immediately to supervisor all on-the-job accidents

   H. Checking bulletin board each day for notes and information

   I. Restocking supply cart and controlling supplies

   J. Maintaining cleaning equipment in clean and good working order

   K. Reporting equipment and room conditions to supervisor

IV. Personal cleanliness and grooming habits of a hospital housekeeping aide (Assignment Sheet #1)

   A. Bathe or shower daily using plenty of soap and water

   B. After bathing, use a deodorant or anti-perspirant to help control body odor

      (NOTE: Do not overapply perfumes or colognes.)

   C. Brush or floss teeth after meals if possible

      (NOTE: Brush at least twice daily.)

   D. Shampoo hair often and keep it neat

   E. All clothing and uniforms should be clean and changed daily

   F. Clean and trim fingernails often

      (NOTE: Long fingernails collect dirt and bacteria, and can cause injury.)

INFORMATION SHEET

G. Wash hands before starting to work, as often as necessary while working, and at the end of work shift

(NOTE: You cannot clean something and keep it clean and disinfected if your hands are soiled or contaminated with invisible germs.)

H. Jewelry, other than a watch or ring, should not be worn while on duty

I. Shoes should be clean, polished, and only those approved by supervisor

V. Personal safety rules for a hospital housekeeping aide (Assignment Sheet #2)

A. Wash hands frequently

B. Wear protective gloves while performing cleaning duties

C. Avoid body contact with soiled linen and pillows

D. Do not lift heavy objects without help

(NOTE: Lift with legs and arms, not the back.)

E. Inspect all equipment before using it; do not use or attempt to repair broken equipment

(NOTE: Report all broken equipment to supervisor.)

F. Do not pour cleaning fluids, cleansers, or chemical compounds from their original containers into unlabeled containers such as drinking glasses, paper cups, or coffee cups

(NOTE: It is illegal to put products into unlabeled containers.)

G. Follow directions in using all chemicals, supplies, and equipment

(CAUTION: NEVER MIX CLEANING CHEMICALS TOGETHER.)

H. Be careful not to spill cleaning solutions

I. Make sure all chemicals and equipment have been returned to their proper places

(CAUTION: PATIENTS WILL FREQUENTLY GET INTO UNATTENDED CLEANING EQUIPMENT, SUPPLIES, AND CARTS.)

J. Do not put pencils, putty knives, razor blades, or other sharp objects in pockets

K. Beware of sharp objects such as broken glass, razor blades, syringe needles

(CAUTION: BE EXTRA CAREFUL WHEN EMPTYING WASTEBASKETS.)

L. Be careful of hot lamp bulbs

INFORMATION SHEET

M. Look before walking through doorways, down stairs, around corners, out of rooms, and out of elevators

N. Do not shut off vision by stacking and carrying too many bundles

O. Never plug in electrical equipment when hands are wet

P. Never use electric vacuum in a room where oxygen is being administered

Q. Know emergency exits, call signals, and emergency procedures for your place of employment

VI. "Dos" and "don'ts" for patient and public contact

A. DO--

1. Greet patients with a smile
2. Use patient's last name when acknowledging patient
3. Knock gently when entering room with closed door
4. Make patients feel they are important
5. Use common courtesy at all times to patients, visitors, and co-workers
6. Control your temper

   (NOTE: When a patient is being overly demanding, or when some people are particularly unkind or their treatment seems unfair, report these matters to your supervisor.)

7. Contact supervisor when you need advice on an isolation

   (NOTE: Do not ask nurse or aide.)

B. DON'T--

1. Clean room when doctor or nurse is in room

   (NOTE: If doctor or nurse enters room while you are cleaning, stop cleaning and wait outside room until doctor or nurse leaves.)

2. Gossip with patient or other workers
3. Have long conversations with patients

   (NOTE: When a patient is irritable, be courteous, polite, and understanding.)

4. Chew gum

INFORMATION SHEET

5. Smoke while performing work duties

6. Talk loudly

7. Stare at patient or visitor

8. Ask nurses or aides how you should do something pertaining to your job

   (NOTE: Ask your supervisor.)

9. Touch or medically assist patients in any way

   (NOTE: Summon aid from nursing staff or follow supervisor's instructions if patients ask for help.)

10. Complain to patients

11. Accept gifts or money from patients

12. Discuss patient's condition with anyone

VII. Use of cleaning supplies used by hospital housekeeping aides (Assignment Sheet #3)

A. Air freshener--Deodorizes a room

(CAUTION: NEVER PUNCTURE OR BURN A PRESSURIZED CAN.)

B. Chewing gum remover--Removes tar and gum from fabric, upholstery, and carpet; comes in aerosol can

(NOTE: Chewing gum remover works by freezing gum or tar so that it shrivels and becomes brittle enough to remove with putty knife.)

C. Cleaning fluid--Removes stains from fabrics and upholstery

D. Furniture polish--Polishes and protects wood and woodlike furniture

(NOTE: Use sparingly and use correct type for kind of wood.)

E. Germicidal detergent--Cleans, disinfects, and kills disease-causing germs

F. Glass cleaner--Cleans and polishes windows, glass table tops, mirrors, and television screens

G. Insecticide--Kills crawling or flying insects

(NOTE: Follow manufacturer's and housekeeper's instructions.)

H. Liquid hand soap--Used in washroom soap dispensers

I. Metal polish--Cleans and polishes metal; comes in paste, liquid, or aerosol spray

INFORMATION SHEET

J. Porcelain cleaner--Cleans, disinfects, sanitizes, and deodorizes porcelain sinks, tubs, and tiles; non-abrasive

K. Powdered cleanser--Removes embedded grease and dirt by rubbing

(NOTE: Powdered cleanser cannot be used on plastic surfaces and most polished metal.)

L. Rug shampoo--Removes spots and soil from rugs and carpets

(NOTE: Follow housekeeper's instructions as to method and frequency.)

M. Toilet bowl cleaner--Cleans, disinfects, and deodorizes insides of toilets; used with bowl mop or brush

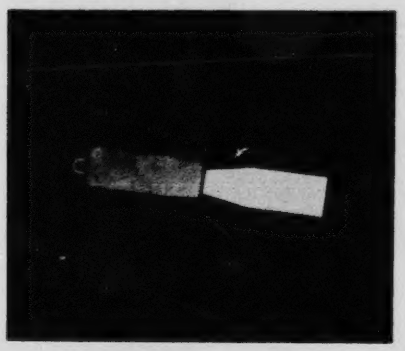
(NOTE: Do not use on other bathroom fixtures or outside surface of toilet.)

N. Wastebasket liner--Lines wastebaskets for protection against soft drinks, gum, melting ice, and other hard-to-remove items

VIII. Equipment used in cleaning a hospital patient room (Figures 1-15)

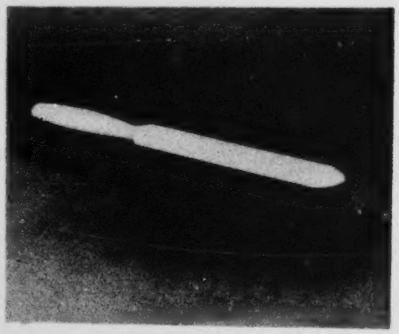
A. Putty knife

FIGURE 1



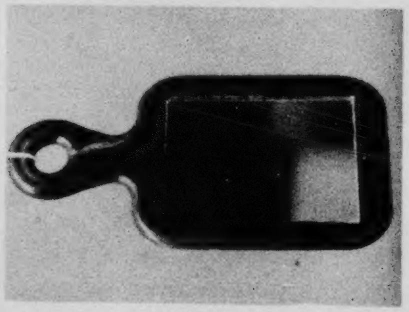
B. Counter brush

FIGURE 2



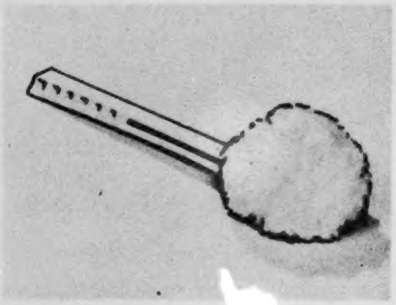
C. Hand mirror

FIGURE 3



D. Toilet bowl mop

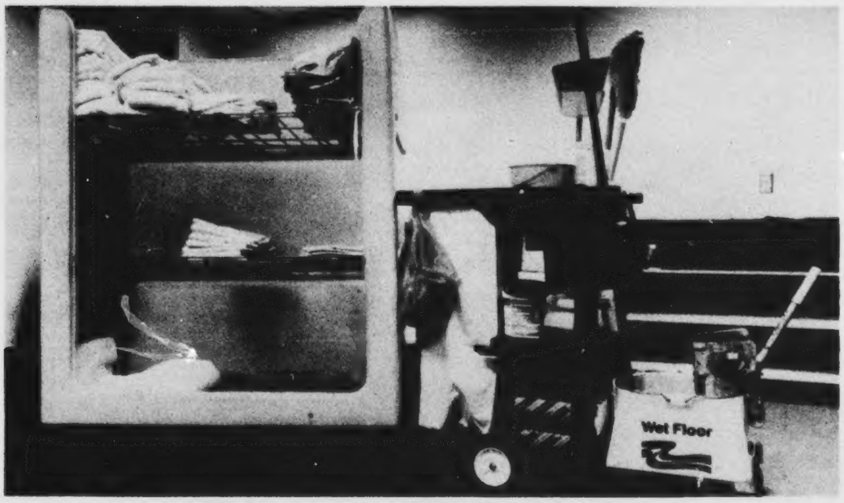
FIGURE 4



INFORMATION SHEET

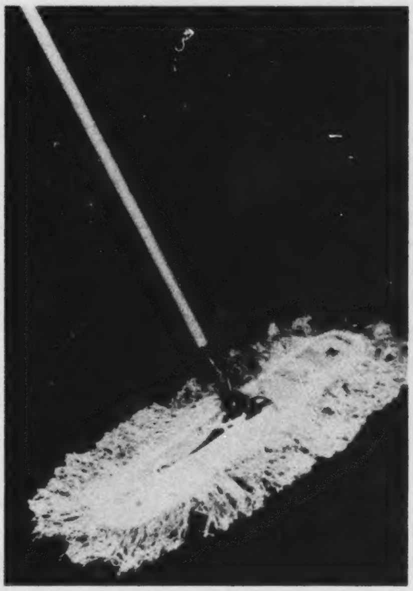
E. Supply cart

FIGURE 5



F. Dust mop

FIGURE 6



G. Wet mop

FIGURE 7

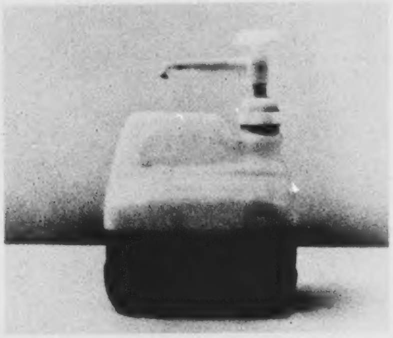
INFORMATION SHEET

H. Rubber gloves

FIGURE 8

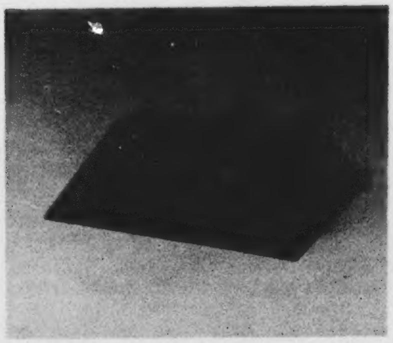
I. Ounce pump dispenser

FIGURE 9



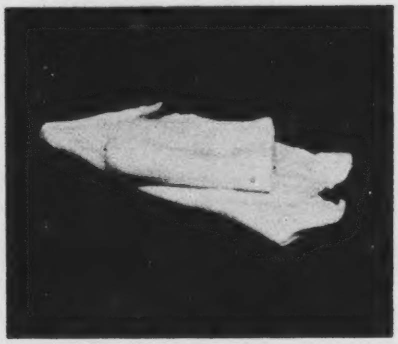
J. Dust pan

FIGURE 10



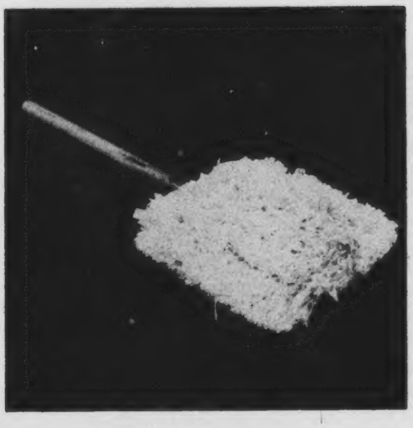
K. Cleaning cloths

FIGURE 11



L. Hand duster

FIGURE 12



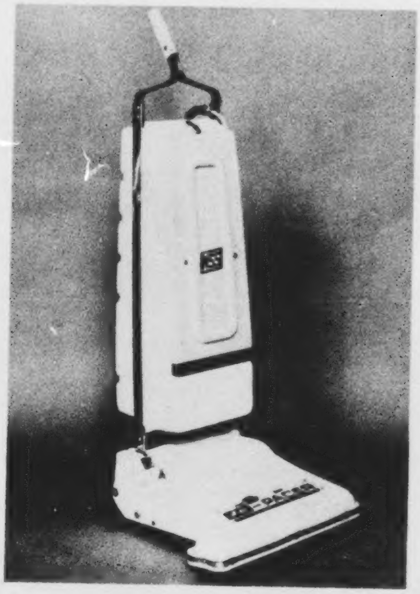
M. Hand pail

FIGURE 13

INFORMATION SHEET

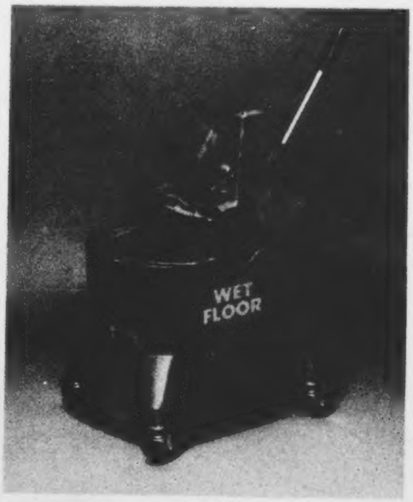
N. *Vacuum*

FIGURE 14



O. *Mop bucket/wringer*

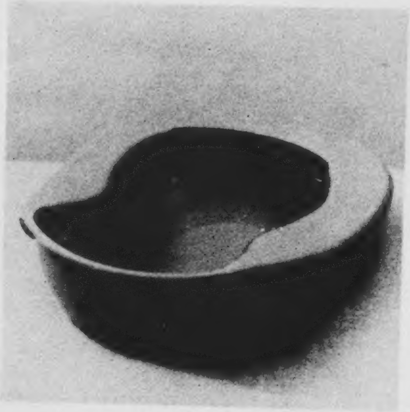
FIGURE 15



IX. Items found in a typical utensil pack for a hospital bedside stand (Figures 16-20; Assignment Sheet #4)

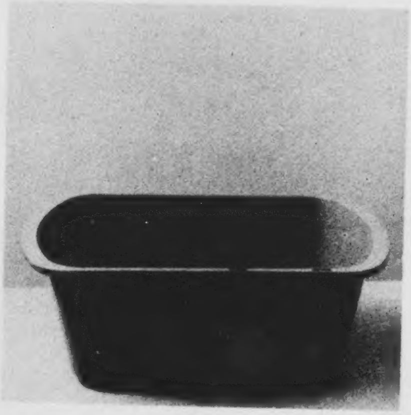
A. Bedpan

FIGURE 16



B. Washbasin

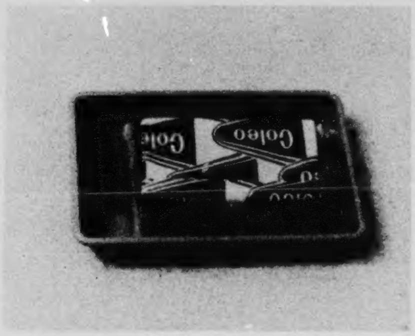
FIGURE 17



INFORMATION SHEET

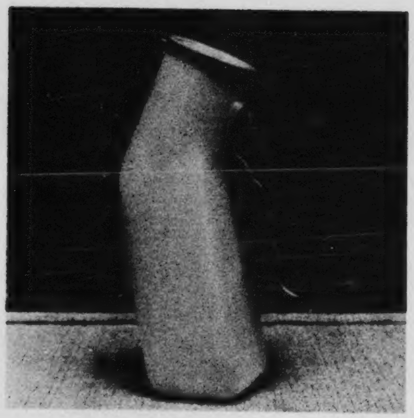
C. Soap dish

FIGURE 18



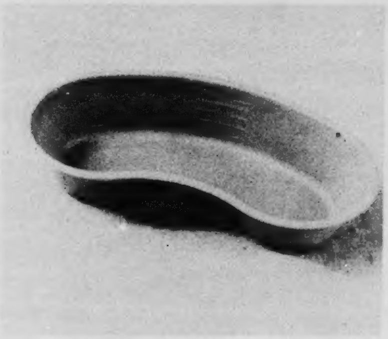
D. Urinal

FIGURE 19



E. Emesis basin

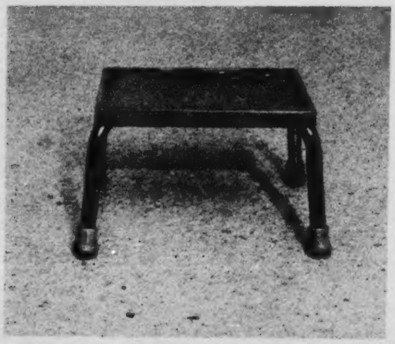
FIGURE 20



X. Items found in a typical hospital patient unit (Figures 21-30; Assignment Sheet #5)

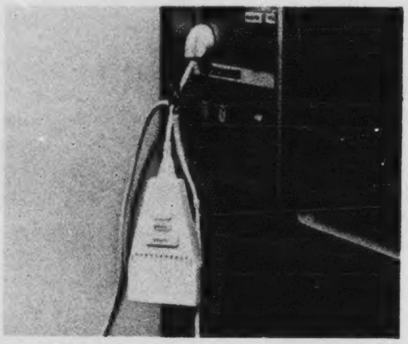
A. Footstool

FIGURE 21



B. Signal call button

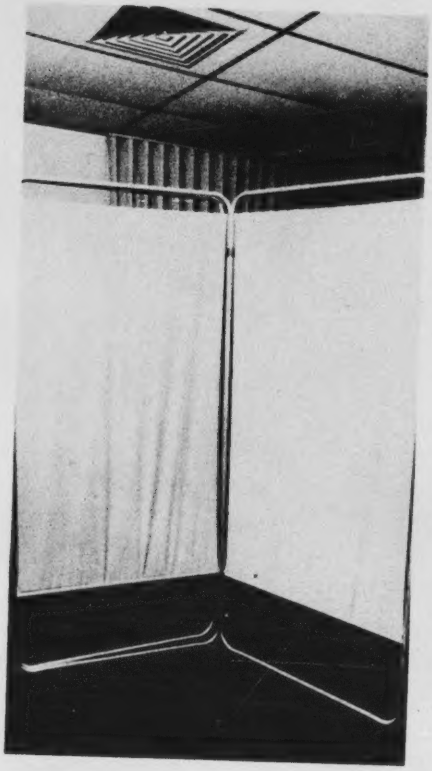
FIGURE 22



INFORMATION SHEET

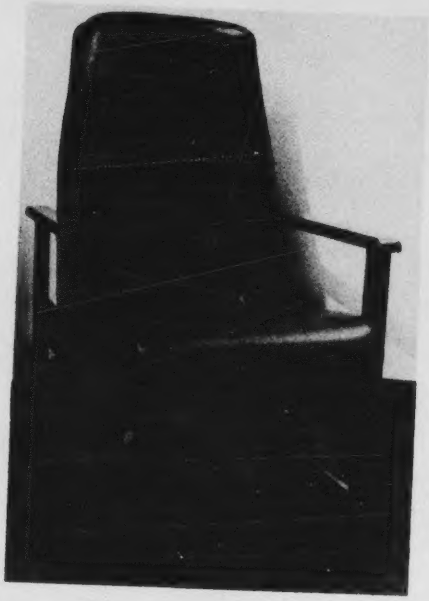
C. Screen curtain

FIGURE 23



D. Armchair

FIGURE 24

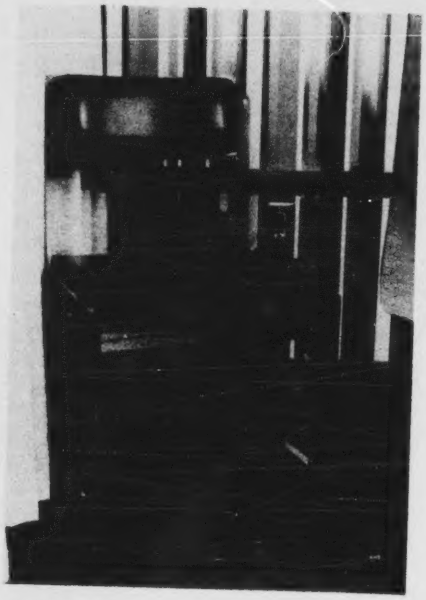


E. Wastebasket (lined)

FIGURE 25

F. Straight chair

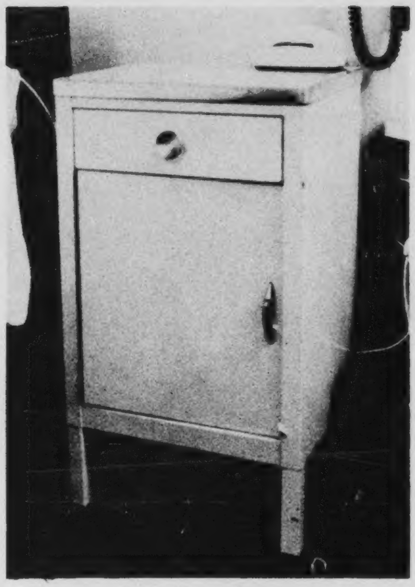
FIGURE 26



INFORMATION SHEET

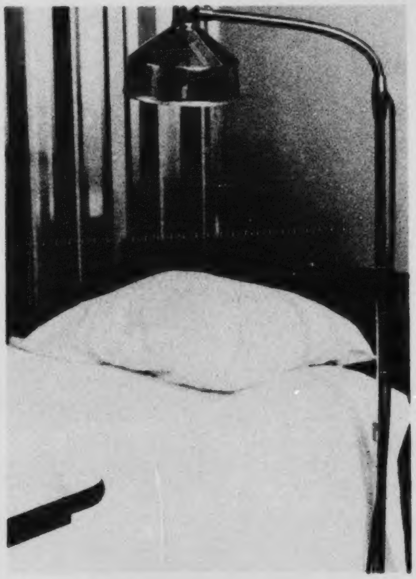
G. Bedside stand

FIGURE 27



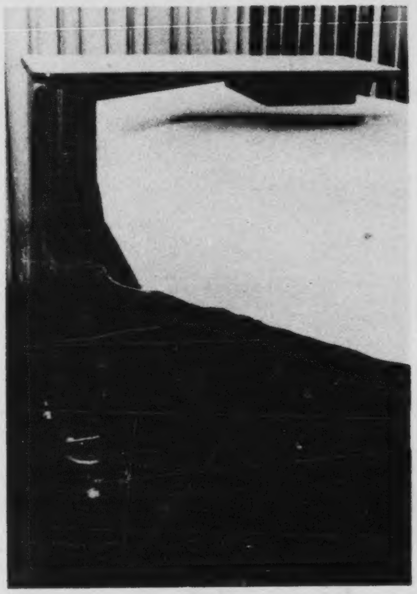
H. Patient's lamp

FIGURE 28



I. Overbed table

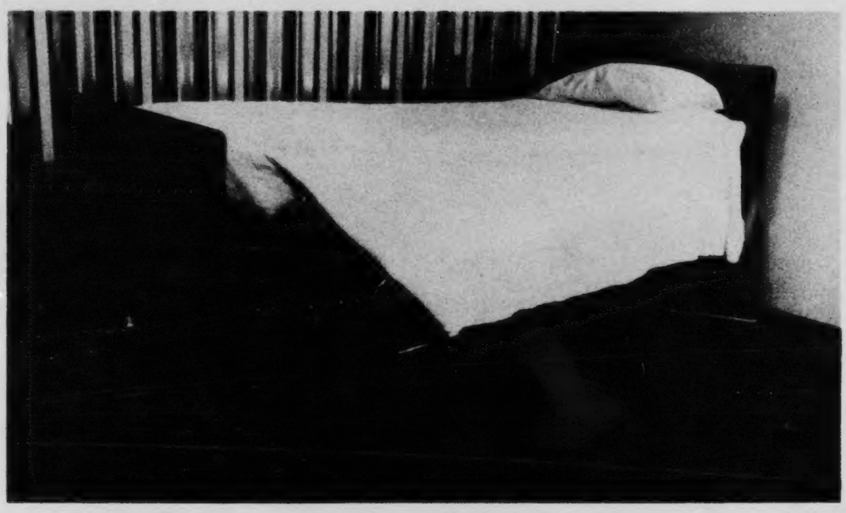
FIGURE 29



INFORMATION SHEET

J. Hospital bed

FIGURE 30



XI. Reasons for using a mitered corner on a bed (Job Sheet #2)

- A. Improves looks (appearance)
- B. Helps keep bed covers in place
- C. Prevents bulkiness at corners
- D. Provides uniformity for making a bed

XII. Major isolation color codes and their definitions

A. YELLOW SIGN--*Strict* isolation; indicates that every precaution must be taken

EXAMPLES: Burns, diptheria, plague, rabies, smallpox

B. RED SIGN--*Respiratory* isolation; indicates infection spread by direct contact or through the air

EXAMPLES: Chickenpox, measles, mumps, rubella, T.B.

C. BLUE SIGN--*Protective* isolation; indicates extra protection from infection to patients of lowered resistance

D. BROWN SIGN--*Enteric* precaution; indicates infection of the intestinal tract

E. GREEN SIGN--*Wound* and *skin* precaution; indicates that infection can spread from one person to another

INFORMATION SHEET

XIII. Major isolation color codes and their precautions

(NOTE: When an isolation precaution is in force, a color-coded sign will be posted and appropriate precautions must be followed for that color.)

A. Yellow sign (strict)

1. Private room is necessary, and door must be kept closed
2. Gowns must be worn by all persons entering room
3. Masks must be worn by all persons entering room
4. Hands must be washed on entering and leaving room
5. Gloves must be worn by all persons entering room

B. Red sign (respiratory)

1. Private room is necessary, and door must be kept closed
2. Masks must be worn by all persons entering the room who are easily affected by disease
3. Hands must be washed on entering and leaving the room

C. Blue sign (protective)

1. Private room is necessary, and door must be kept closed
2. Gowns must be worn by all persons entering room
3. Masks must be worn by all persons entering room
4. Hands must be washed upon entering and leaving room
5. Gloves must be worn by all persons having direct contact with patient

D. Brown sign (enteric)

1. Private room for children only
2. Gowns must be worn by all persons touching patient
3. Hands must be washed upon entering and leaving room
4. Gloves must be worn by all persons touching patient or articles contaminated with fecal material

E. Green sign (wound and skin)

1. Private room desirable

INFORMATION SHEET

2. Gowns must be worn by persons touching patient
3. Masks not necessary except when changing dressing
4. Hands must be washed when entering and leaving room
5. Gloves must be worn by all persons touching infected area

XIV. Common isolation precaution techniques

- A. Gowning to enter an isolation room
- B. Handwashing in an isolation room
- C. Gown removal
- D. Double bagging

XV. Reasons for double bagging

- A. All items inside a strict isolation are considered contaminated

  EXAMPLES: Linens, trash, outsides of bags
- B. The outside of a bag used inside an isolation is contaminated
- C. Contaminated items cannot be carried unbagged outside the room

  EXAMPLES: Halls, elevators, laundry shoots

HOSPITAL CLEANING
UNIT II

ASSIGNMENT SHEET #1--EVALUATE PERSONAL GROOMING HABITS

NAME ____

Good grooming is important to career success. Poor personal appearance was the number one reason why people were not hired during an employment interview. Remember, the employer's first impression of you is based on how you look. Also, an employer expects you to continue to "represent" the facility in appearance and action. With this in mind, complete the following chart.

Do you . . .	Always	Usually	Occasionally	Seldom or Never
BODY CLEANLINESS AND CARE				
Bathe at least once daily?				
Bathe soon after taking part in strenuous activity?				
Use a deodorant daily?				
Keep your underclothes fresh and clean?				
Wash your hands frequently?				
POSTURE				
Sit without slouching?				
Stand with chin up and shoulders back?				
Walk at a fast pace and with your head held high?				
TEETH, MOUTH, AND BREATH				
Have a dental checkup at least once a year?				
Brush or floss your teeth at least twice daily?				
CLOTHING				
Keep your clothes in good repair--that is, no ripped seams, no missing buttons, and no pins, tape, or staples in hems?				
Keep your clothes looking neat, clean, and pressed?				

ASSIGNMENT SHEET #1

Do you . . .	Always	Usually	Occasionally	Seldom or Never
Wear clothes that fit well?				
Wear clothes proper for the occasion?				
Wear shoes that fit well?				
Keep your shoes brushed or polished and in good condition? (NOTE: Avoid overrun heels, scuffs, and lack of shoelaces.)				
Keep your outer clothing free from dandruff and lint?				
GENERAL HEALTH AND APPEARANCE				
Make an effort to eat a balanced diet each day?				
Watch your weight carefully and try to keep it at a proper weight for you?				
Avoid "junk foods"?				
Avoid eating what you know is harmful to your complexion?				
Avoid eating many sweets because they are harmful to your teeth?				
HAIR				
Avoid combing or brushing your hair in public?				
Wash your hair at least once a week?				
Brush your hair daily as needed?				
Wear your hair in a style that is becoming to you?				

ASSIGNMENT SHEET #1

Do you . . .	**Always**	**Usually**	**Occasionally**	**Seldom or Never**
Keep your brush and comb clean?				
Have dandruff, and have you tried a dandruff shampoo or seen a doctor?				
FACE				
Keep your skin clean and well-cared for?				
Avoid putting on too much make-up?				
Avoid applying make-up in public?				
Have a moustache or beard, and do you keep it clean, neat, and trimmed?				
Shave cleanly and often?				
HANDS				
Avoid biting your fingernails?				
Keep your fingernails clean and trimmed to a medium length?				
GENERAL				
Get enough sleep each night?				
Have physical checkups regularly?				
Get enough physical activity?				

HOSPITAL CLEANING
UNIT II

ASSIGNMENT SHEET #2--EVALUATE PERSONAL SAFETY HABITS

NAME ________________________________

Personal safety is the responsibility of each employee and supervisor. Poor safety habits must be avoided so that only good habits become automatic. Evaluate your safety habits by completing the following chart.

Do you . . .	Always	Usually	Occasionally	Seldom or Never
Wash hands frequently?				
Wear protective gloves while performing cleaning duties?				
Avoid body contact with soiled linen and pillows?				
Observe the safety rule of never lifting heavy objects without help?				
Inspect all equipment before using it?				
Observe the safety rule of never pouring cleaning fluids, cleansers, or chemical compounds into unlabelled containers?				
Read and follow directions when using all chemicals, supplies, and equipment?				
Handle cleaning solutions carefully to avoid spills?				
Return cleaning supplies and equipment to their proper place?				
Observe the safety rule of never carrying pencils, putty knives, razor blades, or other sharp objects in pockets?				
Watch for sharp objects such as broken glass or syringe needles when emptying wastebaskets?				
Work with caution around hot lamp bulbs?				

ASSIGNMENT SHEET #2

Do you . . .	Always	Usually	Occasionally	Seldom or Never
Look before walking through doorways, down stairs, around corners, out of rooms, and out of elevators?				
Avoid carrying too many bundles at one time, thus blocking your vision?				
Handle electrical equipment only with dry hands?				
Observe the safety rule of not using vacuum equipment when oxygen is being administered?				
Observe the safety rule of never leaving cleaning supplies and equipment unattended?				

HOSPITAL CLEANING
UNIT II

ASSIGNMENT SHEET #3--READ LABEL INFORMATION FOR HOSPITAL HOUSEKEEPING AIDE'S CLEANING SUPPLIES

NAME ____ SCORE __________________

To control harmful disease germs; to prevent damage to equipment, plumbing fixtures, and cleaning surfaces; and to avoid personal injuries, a student must be able to read and follow the manufacturer's instructions printed on cleaning supply containers.

On the following sheets, complete the requested information on each cleaning product.

(NOTE: Some products may not list all of the requested information.)

A. Air freshener

B. Chewing gum remover

C. Cleaning fluid

D. Furniture polish

E. Germicidal detergent

F. Glass cleaner

G. Liquid hand soap

H. Metal polish

I. Porcelain cleaner

J. Powdered cleanser

K. Rug shampoo spot remover

L. Toilet bowl cleaner

ASSIGNMENT SHEET #3

PART I--LABEL INFORMATION

A. Type of product **AIR FRESHENER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART II--LABEL INFORMATION

A. Type of product **CHEWING GUM REMOVER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART III--LABEL INFORMATION

A. Type of product **CLEANING FLUID**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART IV--LABEL INFORMATION

A. Type of product **FURNITURE POLISH**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART V--LABEL INFORMATION

A. Type of product **GERMICIDAL DETERGENT**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART VI--LABEL INFORMATION

A. Type of product **GLASS CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART VII--LABEL INFORMATION

A. Type of product **LIQUID HAND SOAP**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART VIII--LABEL INFORMATION

A. Type of product **METAL POLISH**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART IX--LABEL INFORMATION

A. Type of product **PORCELAIN CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART X--LABEL INFORMATION

A. Type of product **POWDERED CLEANSER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART XI--LABEL INFORMATION

A. Type of product **RUG SHAMPOO SPOT REMOVER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #3

PART XII--LABEL INFORMATION

A. Type of product **TOILET BOWL CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CLS - 163-A

HOSPITAL CLEANING
UNIT IV

ASSIGNMENT SHEET #4--IDENTIFY ITEMS FOUND IN A TYPICAL HOSPITAL BEDSIDE STAND UTENSIL PACK

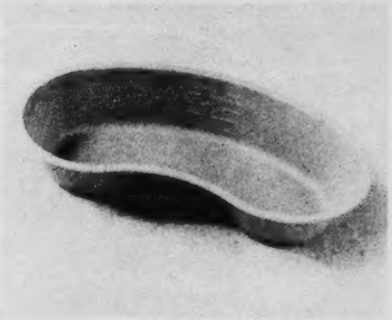
NAME ______________________ SCORE ____________

To ensure that the room is ready for a new patient, the housekeeping aide must know the names of items that belong in the room.

Using the list below, fill in the blank under the picture with the correct name of the item found in a typical bedside stand utensil pack (Figures 31-35).

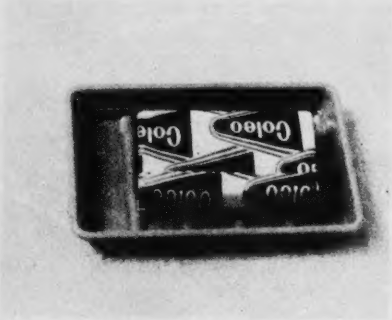
Soap dish **Washbasin** **Bedpan** **Emesis basin** **Urinal**

FIGURE 31



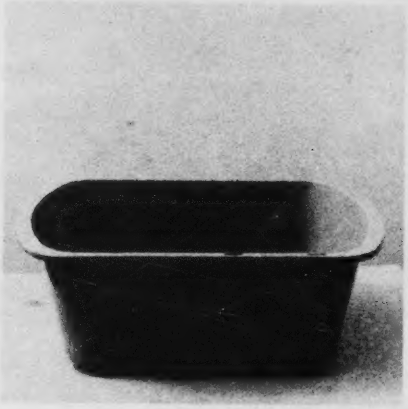
A. ______________________

FIGURE 32



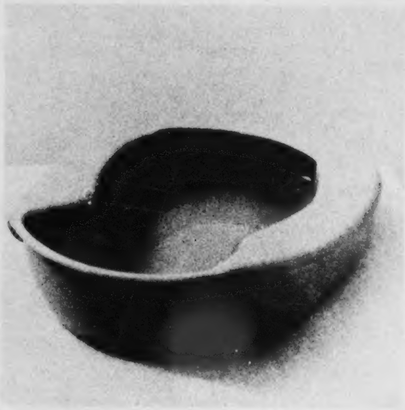
B. ______________________

FIGURE 33



C. ______________________

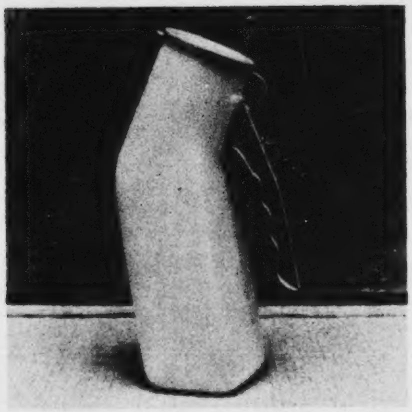
FIGURE 34



D. ______________________

ASSIGNMENT SHEET #4

FIGURE 35



CLS - 165-A

HOSPITAL CLEANING
UNIT II

ASSIGNMENT SHEET #5--IDENTIFY ITEMS FOUND IN A TYPICAL HOSPITAL PATIENT UNIT

NAME________________________________ SCORE ______________

A housekeeper should learn to recognize the identity and correct placement of those items that make up a patient unit. To make a patient's daily activities more convenient and to make the work of doctors and nurses easier, most hospitals will have a specific position for unit items.

Using the list below, fill in the blanks in the illustration on the following page (Figure 36) with the correct names of the items that make up a typical patient unit.

Bedside stand

Hospital bed

Straight chair

Armchair (lounge chair)

Patient's lamp

Overbed table

Wastebasket (lined)

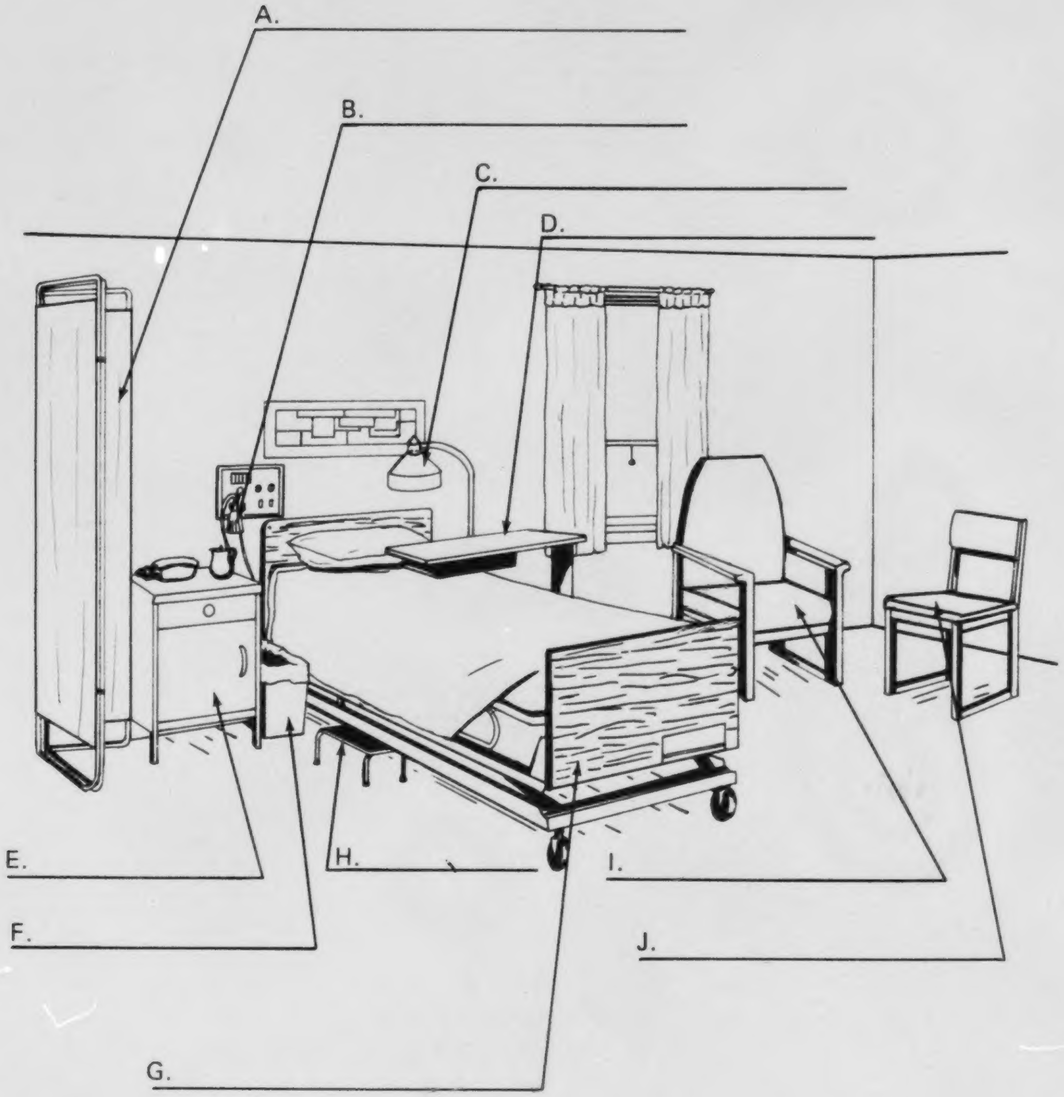
Signal call button

Screen curtain

Footstool

ASSIGNMENT SHEET #5

FIGURE 36


A.
B.
C.
D.
E.
F.
G.
H.
I.
J.

HOSPITAL CLEANING
UNIT II

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

Assignment Sheet #3--Evaluated to the satisfaction of the instructor

Assignment Sheet #4

A. Emesis basin

B. Soap dish

C. Washbasin

D. Bedpan

E. Urinal

Assignment Sheet #5

A. Screen curtain

B. Signal call button

C. Patient's lamp

D. Overbed table

E. Bedside stand

F. Wastebasket (lined)

G. Hospital bed

H. Footstool

I. Armchair (lounge chair)

J. Straight chair

HOSPITAL CLEANING
UNIT II

JOB SHEET #1--STOCK A SUPPLY CART

I. Equipment

- A. Supply cart
- B. Portable caddy
- C. Cloth bag for trash
- D. Toilet bowl mop and caddy
- E. Mop bucket/wringer
- F. Wet mop
- G. Dust mop, treated
- H. Dusting cloths
- I. Cleaning cloths
- J. Dustpan
- K. Counter brush
- L. Hand sprayer
- M. Rubber gloves
- N. Putty knive
- O. Hand pail
- P. Metal can for ashes
- Q. Pencil and note pads
- R. Hand mirror
- S. Ounce pump dispenser

II. Cleaning and replacement supplies

- A. Air freshener
- B. Chewing gum remover
- C. Cleaning fluid
- D. Upholstery cleaning fluid
- E. Disinfectant detergent
- F. Glass cleaner
- G. Disposable bathmats
- H. Powdered cleanser
- I. Toilet bowl cleaner
- J. Toilet tissue
- K. Paper hand towels
- L. Liquid hand soap
- M. Wastebasket liners
- N. Ashtrays
- O. Sanitary napkin bags
- P. Metal polish
- Q. Carpet spotter

III. Procedure

(NOTE: Cart would normally be restocked at end of work shift.)

- A. Locate cart in storage area
- B. Empty trash bag

  (NOTE: Trash bag may be replaced with clean one.)

JOB SHEET #1

C. Remove any items that will not be left on cart

D. Wipe cart and equipment with cleaning cloth dipped in germicidal detergent solution

E. Clean and check wheels

(NOTE: Wheels may need to be lubricated.)

F. Rearrange any equipment or supplies that are out of place

G. Check cart for the following equipment and restock as required

(NOTE: Place most frequently used items near front.)

1. Portable caddy
2. Clean cloth bag for trash
3. Clean mop bucket/wringer
4. Wet mop

   (NOTE: Wet mops must be laundered daily.)
5. Toilet bowl mop
6. Dust mop

   (NOTE: Dust mops may or may not be treated; check with supervisor.)
7. Dusting cloths
8. Cleaning cloths
9. Dustpan
10. Counter brush
11. Hand sprayer
12. Rubber gloves
13. Putty knife
14. Hand pail

    (NOTE: An empty 5-pound cottage cheese container may be used for a hand pail.)

H. Check cart for the following supplies and restock as required

1. Air freshener
2. Chewing gum remover

JOB SHEET #1

3. Upholstery cleaning fluid
4. Furniture polish
5. Germicidal detergent
6. Glass cleaner
7. Disposable bathmats
8. Powdered cleanser
9. Toilet bowl cleaner
10. Toilet tissue
11. Paper hand towels
12. Liquid hand soap
13. Wastebasket liners
14. Ashtrays
15. Sanitary napkin bags
16. Metal polish

HOSPITAL CLEANING
UNIT II

JOB SHEET #2--MAKE A MITERED CORNER

I. Equipment

   A. Bed sheet, blanket, or spread

   B. Hospital bed

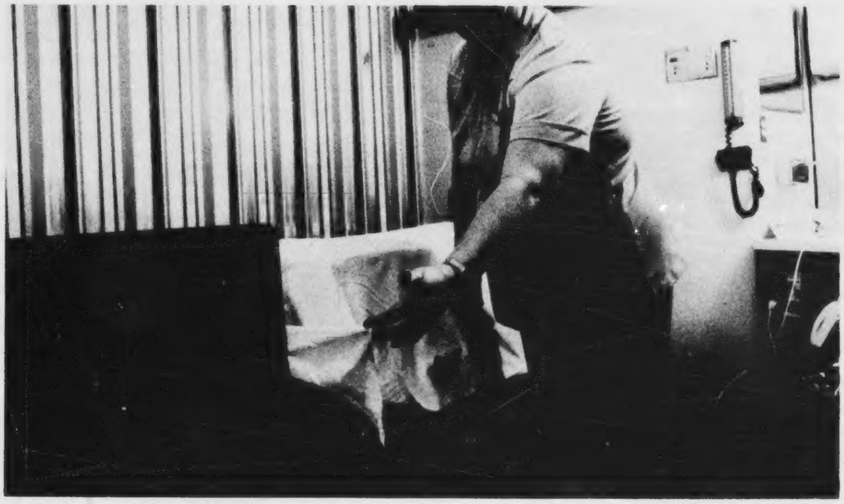
II. Procedure

   A. Place sheet on mattress

      1. Center sheet with equal overhang on both sides

      2. Leave about 12 inches of surplus at corner to be mitered (Figure 37)

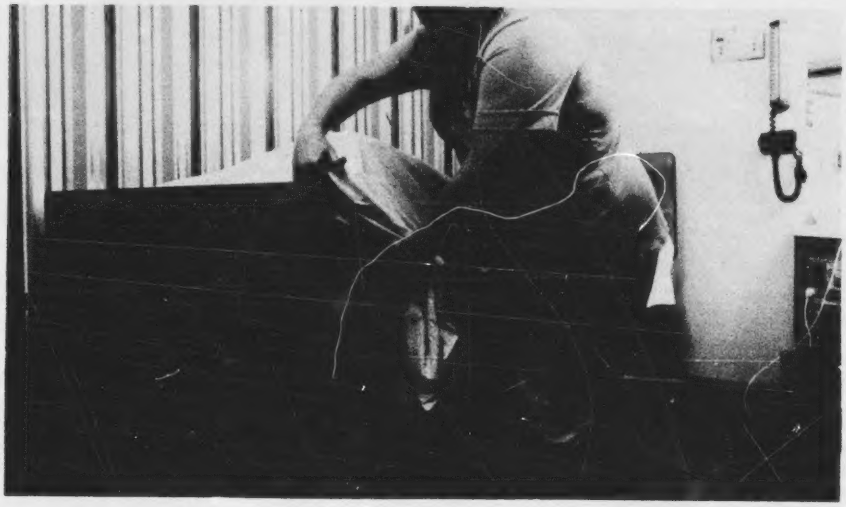
FIGURE 37



JOB SHEET #2

B. Lift end of mattress and tuck under surplus length of sheet (Figure 38)

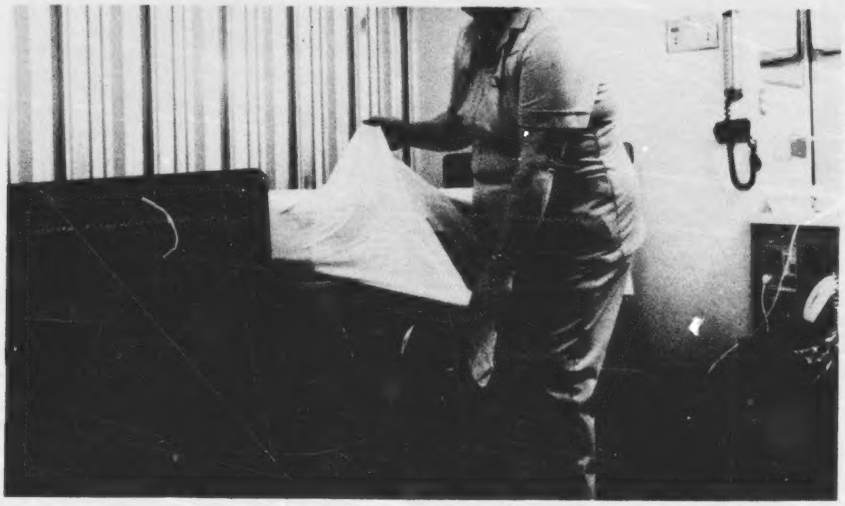
FIGURE 38



C. Pick up edge of sheet with one hand and pull tucked surplus tight with other hand (Figure 39)

(NOTE: Pull end out and toward other end of mattress.)

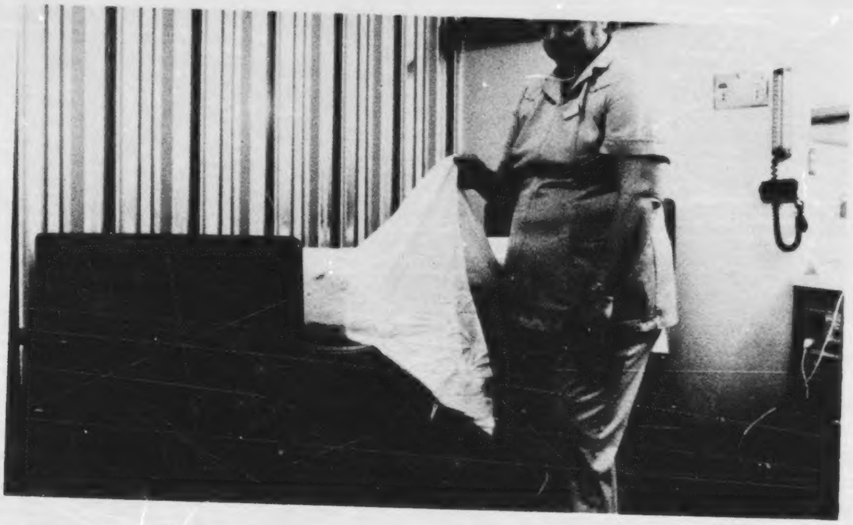
FIGURE 39



JOB SHEET #2

D. Let go with bottom hand and let sheet fall free (Figure 40)

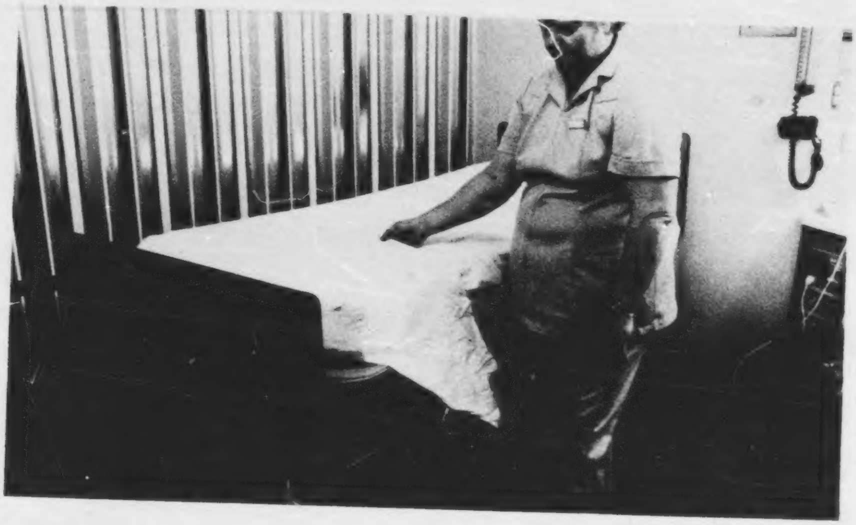
FIGURE 40



E. Pick up edge of sheet so that it forms a triangle with the side edge of sheet held perpendicular (straight up and down) to the mattress (Figure 41)

(NOTE: Grasp edge of sheet about 2 feet from corner.)

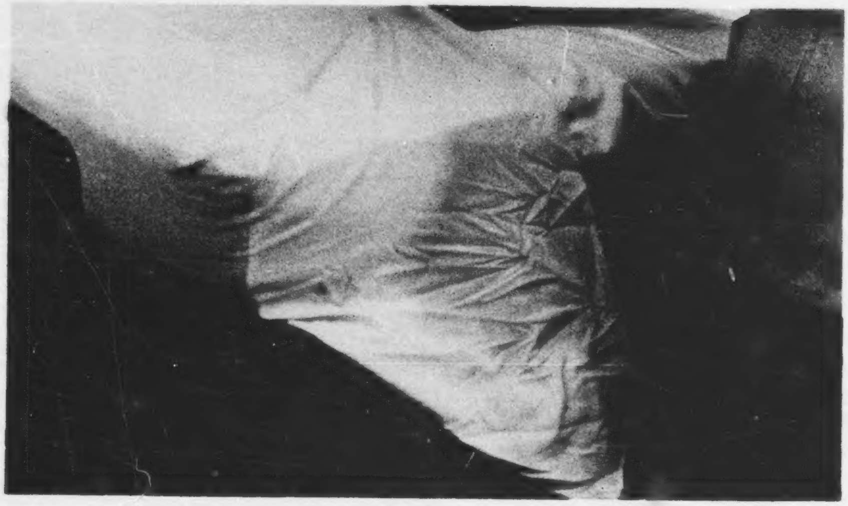
FIGURE 41



JOB SHEET #2

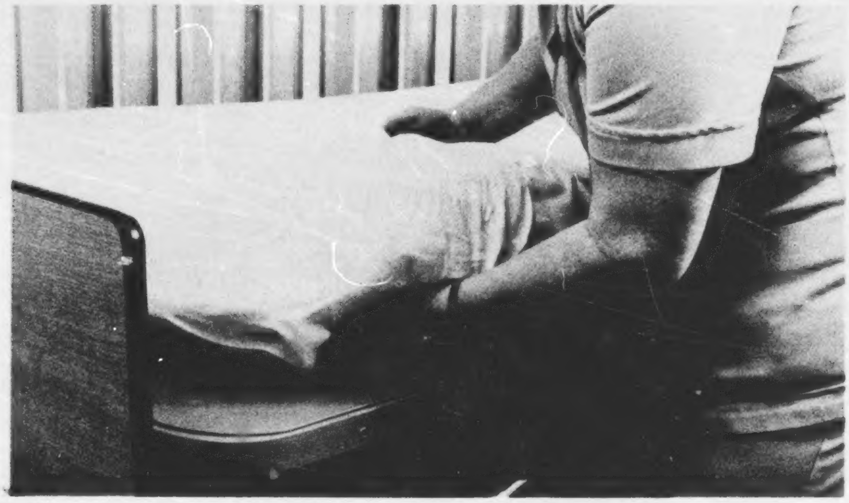
F. Lay folded corner on mattress (Figure 42)

FIGURE 42



G. Tuck hanging part under mattress (Figure 43)

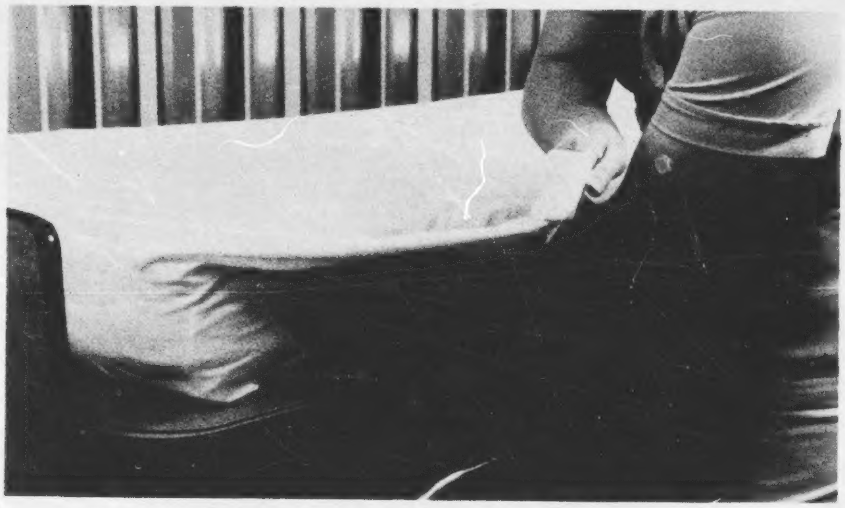
FIGURE 43



JOB SHEET #2

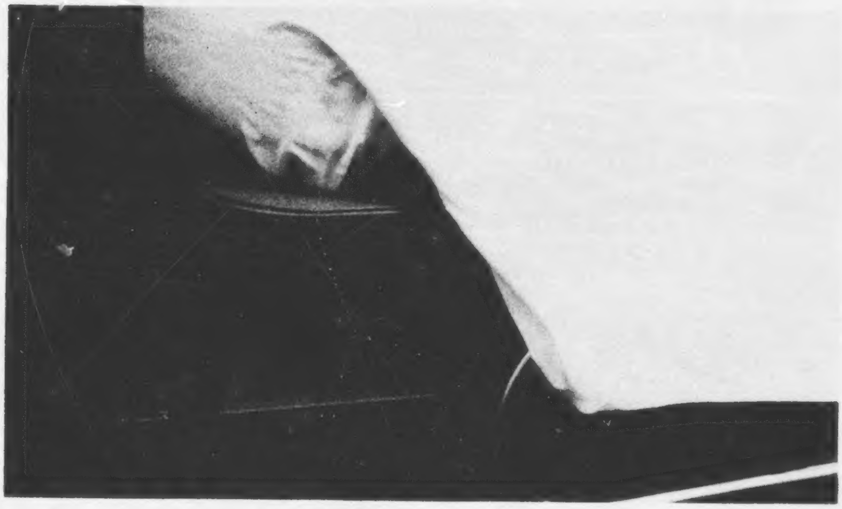
H. Hold sheet in place against mattress; with other hand, pick up corner of folded part from top of mattress (Figure 44)

FIGURE 44



I. Drop corner of sheet over side of mattress (Figure 45)

FIGURE 45

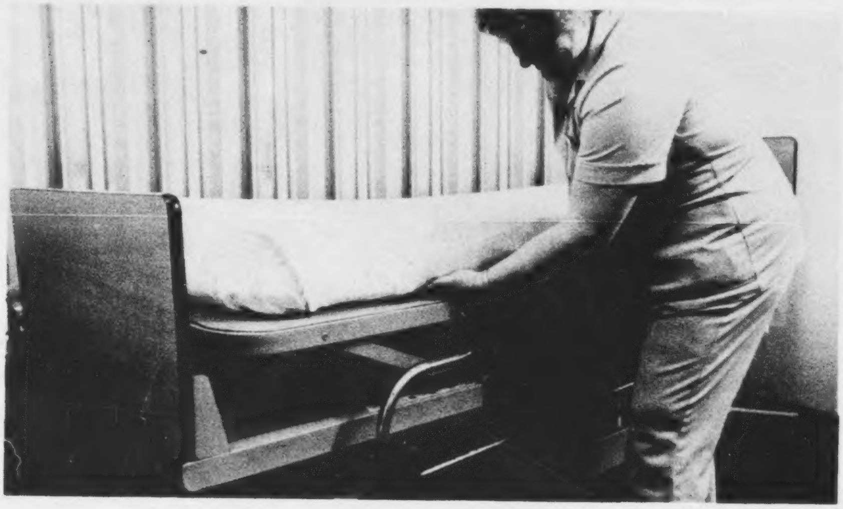


JOB SHEET #2

J. Tuck sheet under mattress along the side from head to foot (Figure 46)

(NOTE: This step may be omitted depending upon housekeeper's guidelines.)

FIGURE 46



HOSPITAL CLEANING
UNIT II

JOB SHEET #3--MAKE AN UNOCCUPIED HOSPITAL BED

(NOTE: An unoccupied hospital bed may be called a *dismissal*.)

I. Equipment

   A. Rubber or plastic mattress cover (optional)

   B. Cotton mattress pad

   C. Two large sheets

      (NOTE: Fitted bottom sheets are used in some institutions.)

   D. Waterproof drawsheet

   E. Cotton drawsheet

   F. Blanket, if needed

   G. Pillowcase

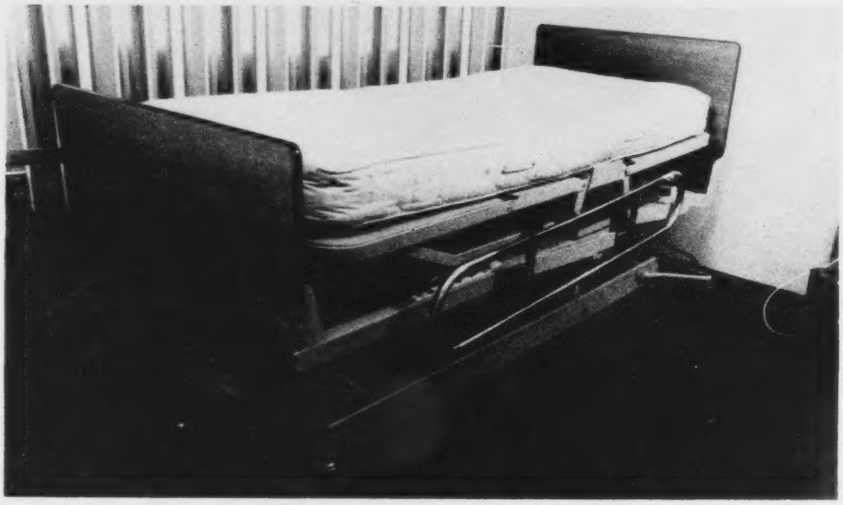
   H. Pillow

   I. Bedspread

II. Procedure

   A. Adjust bed to flat position and comfortable level for making (Figure 47)

FIGURE 47

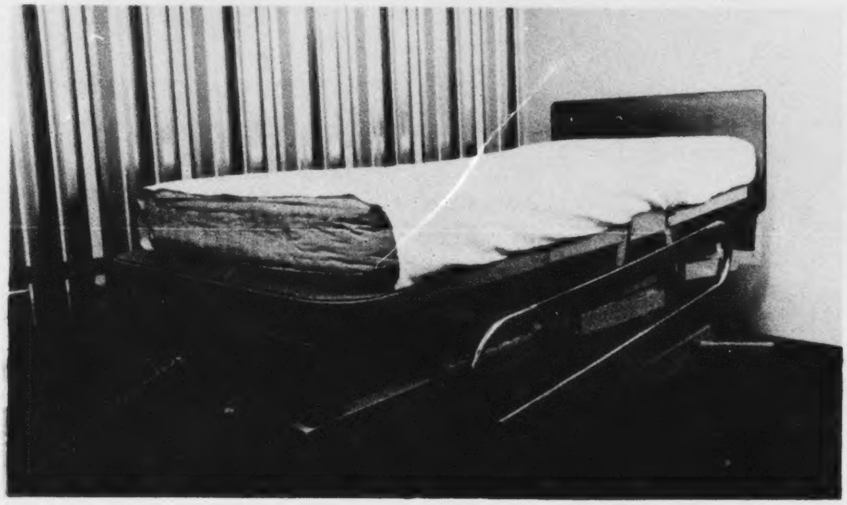


JOB SHEET #3

B. Pull mattress cover over mattress with open end at foot of bed and folded under (Figure 48)

(NOTE: Pull mattress to head of bed. This step is optional.)

FIGURE 48



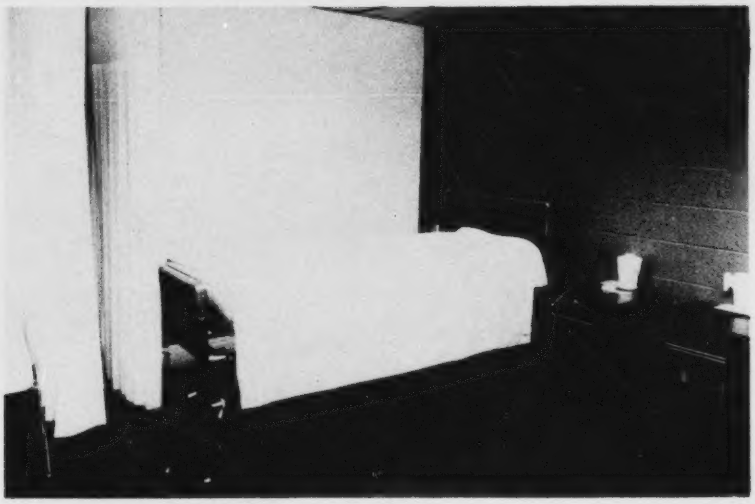
JOB SHEET #3

C. Place bottom sheet on mattress (Figure 49)

(NOTE: If using a fitted bottom sheet, place it on bed and smooth out.)

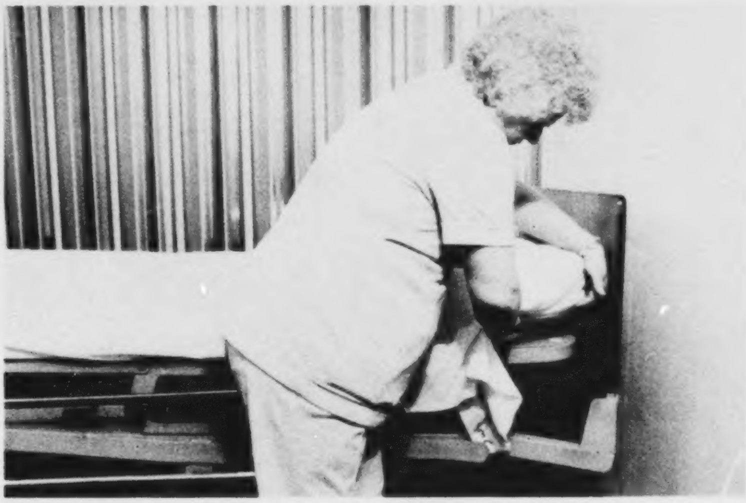
1. Raw edge should face mattress with smooth side up
2. Center of sheet should be in center of mattress
3. Hem of sheet should be even with foot of mattress
4. Leave enough sheet to tuck under head of mattress, at least 12 inches

FIGURE 49



D. Tuck sheet smoothly under head of mattress (Figure 50)

FIGURE 50

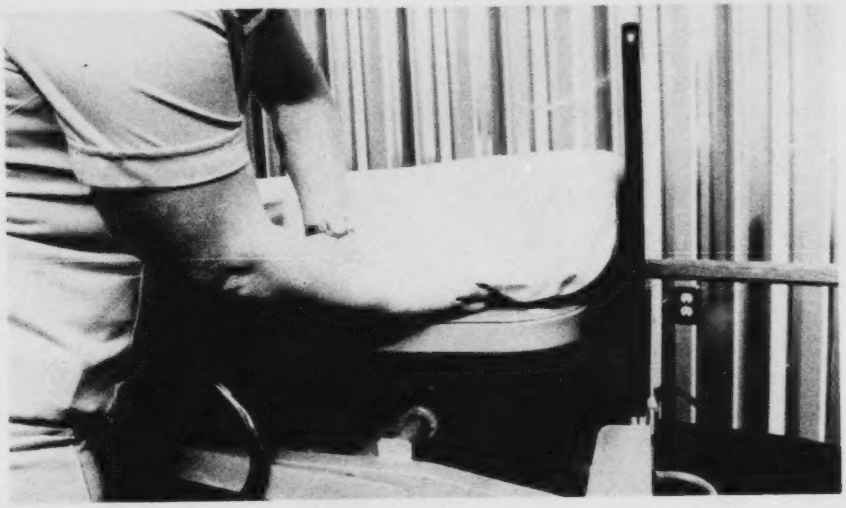


JOB SHEET #3

E. Make a mitered corner at head of bed (Figure 51)

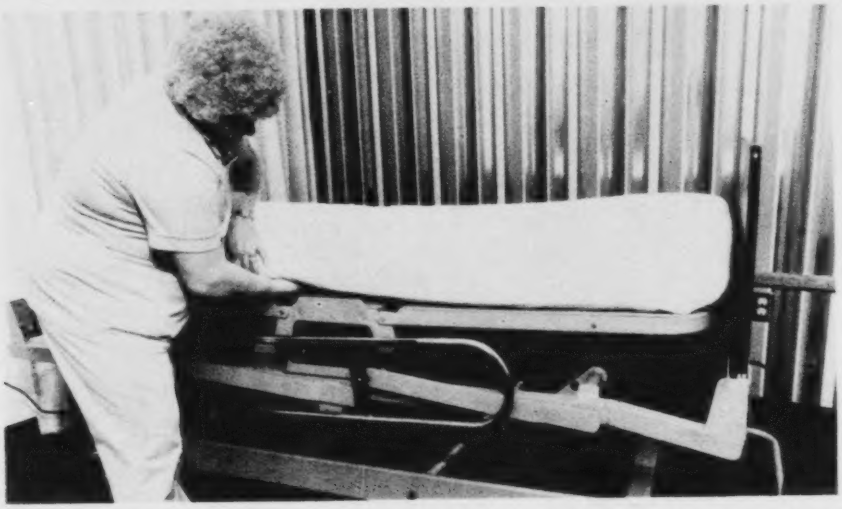
(NOTE: Find directions for making a mitered corner in Job Sheet #2.)

FIGURE 51



F. Tuck sheet under mattress along side of bed from head to foot (Figure 52)

FIGURE 52



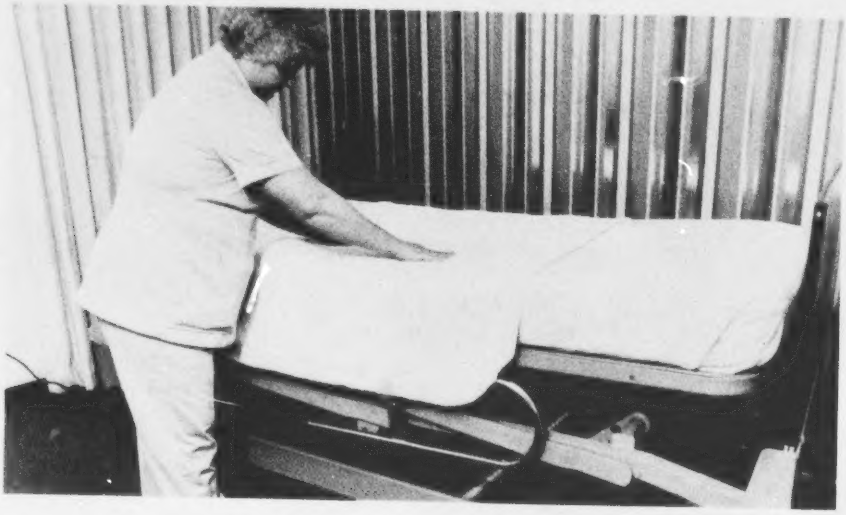
JOB SHEET #3

G. Place rubber or plastic drawsheet on bed

1. Center sheet at center of bed with upper edge about 16 inches from head of mattress (Figure 53)

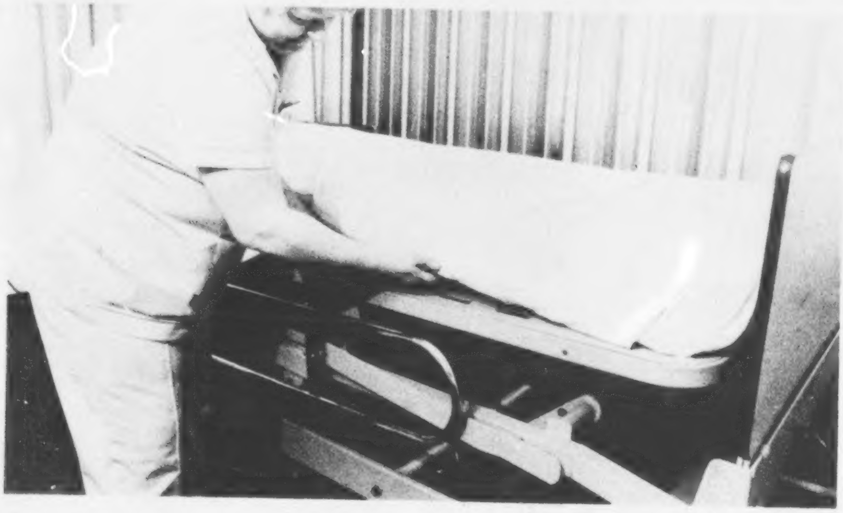
   (NOTE: This allows equal overhang on both sides.)

FIGURE 53



2. Tuck one side of rubber or plastic drawsheet under mattress (Figure 54)

FIGURE 54



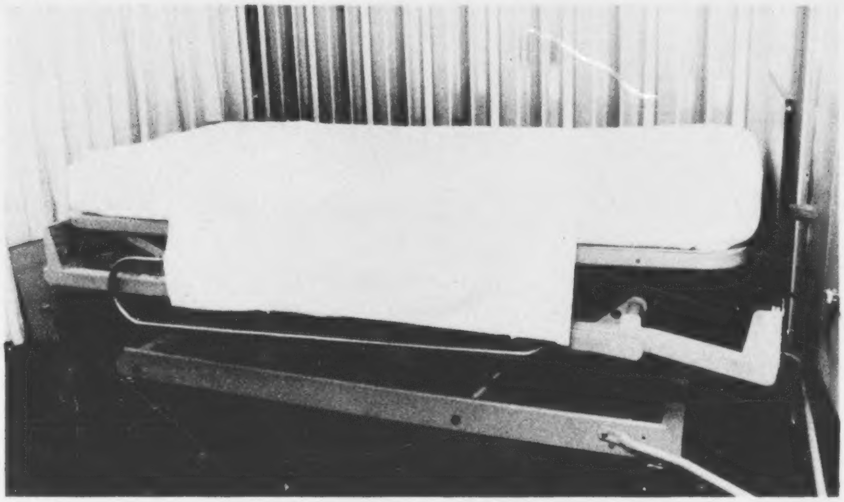
JOB SHEET #3

H. Place cotton drawsheet over rubber drawsheet

1. Place sheet about 12 inches from top of mattress (Figure 55)

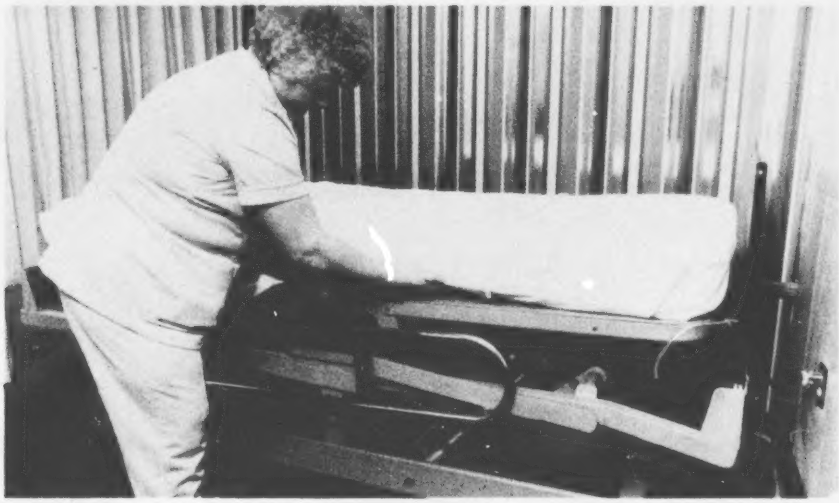
   (NOTE: Cotton sheet edges should extend over edges of rubber sheet.)

FIGURE 55



2. Tuck one side of cotton drawsheet under mattress and smooth out with hand (Figure 56)

FIGURE 56

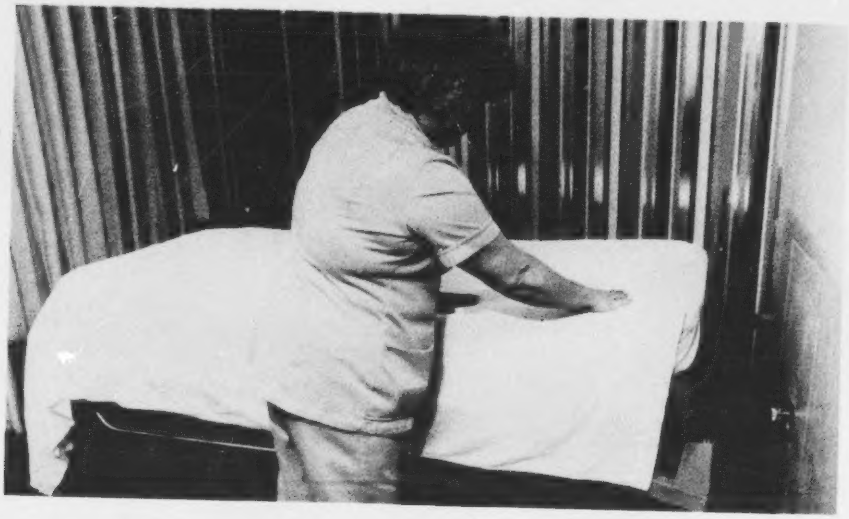


JOB SHEET #3

I. Place and unfold top sheet, wrong side up and hem even with top edge of mattress (Figure 57)

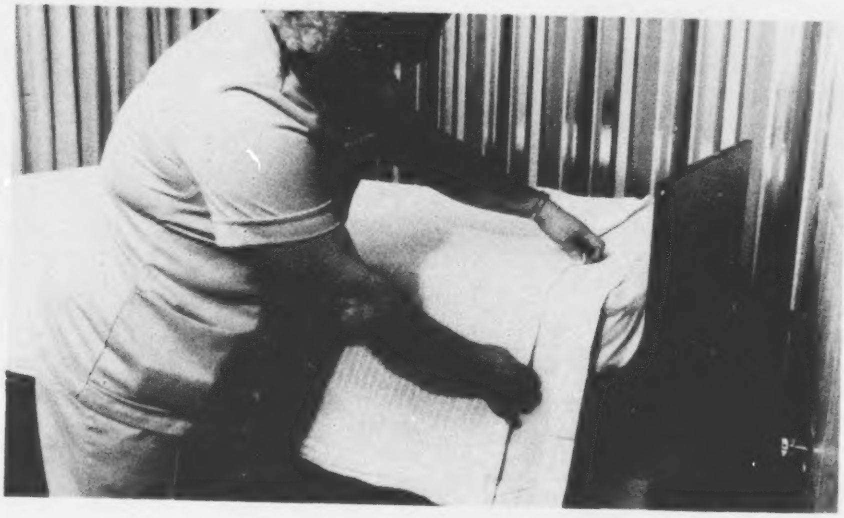
(NOTE: Unfold on bed; do not flip or toss in air over bed.)

FIGURE 57



J. Place blanket on top of sheet with upper edge six inches from top edge of mattress (Figure 58)

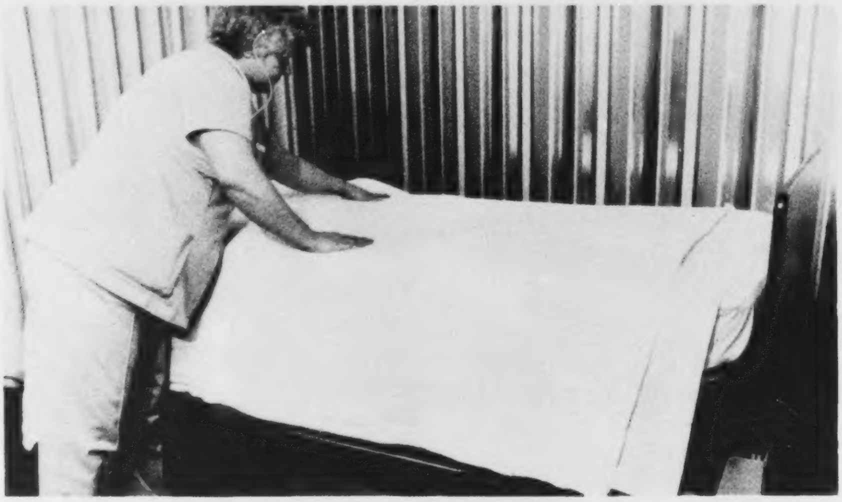
FIGURE 58



JOB SHEET #3

K. Smooth blanket over bed working toward foot of bed (Figure 59)

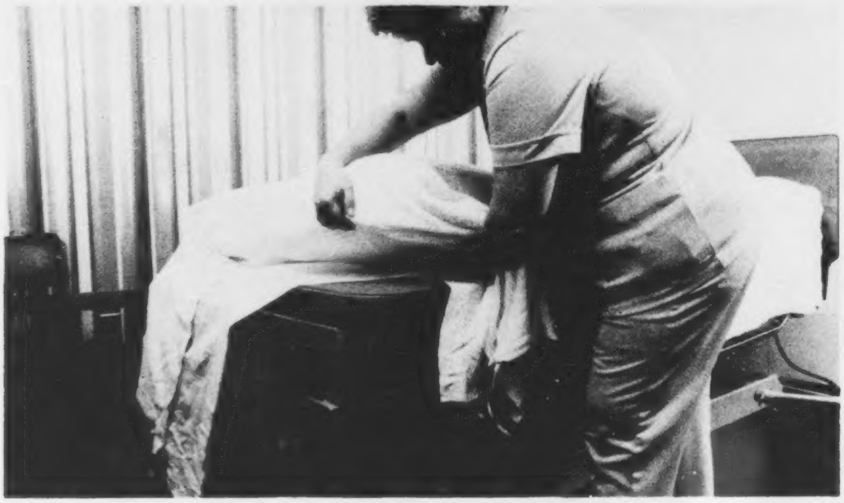
FIGURE 59



L. Tuck surplus length of top sheet and blanket under lower corner of mattress (Figure 60)

(NOTE: Do not tuck in side edge of blanket and top sheet.)

FIGURE 60

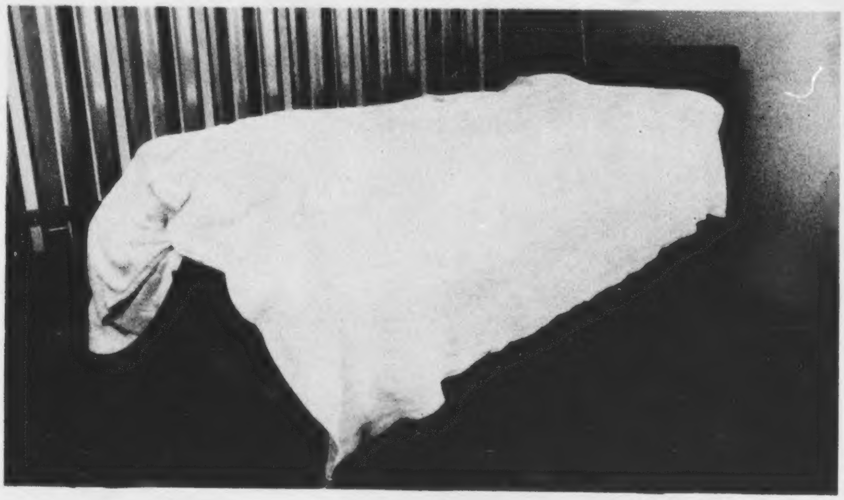


JOB SHEET #3

M. Place and center spread on bed with finished side up and top edge even with top of mattress (Figure 61)

(NOTE: Unfold on bed; do not flip or toss in air over bed.)

FIGURE 61



JOB SHEET #3

N. Tuck under lower corner of spread at foot of bed and miter spread, blanket, and top sheet together (Figures 62 and 63)

FIGURE 62

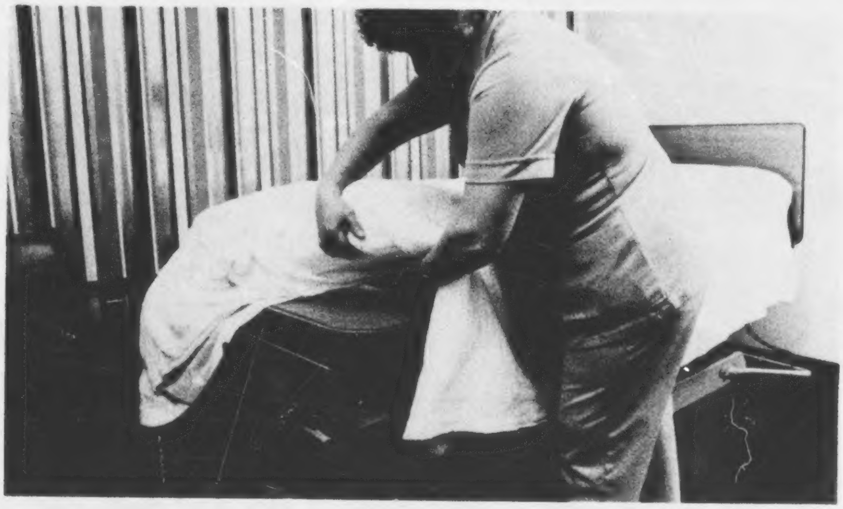
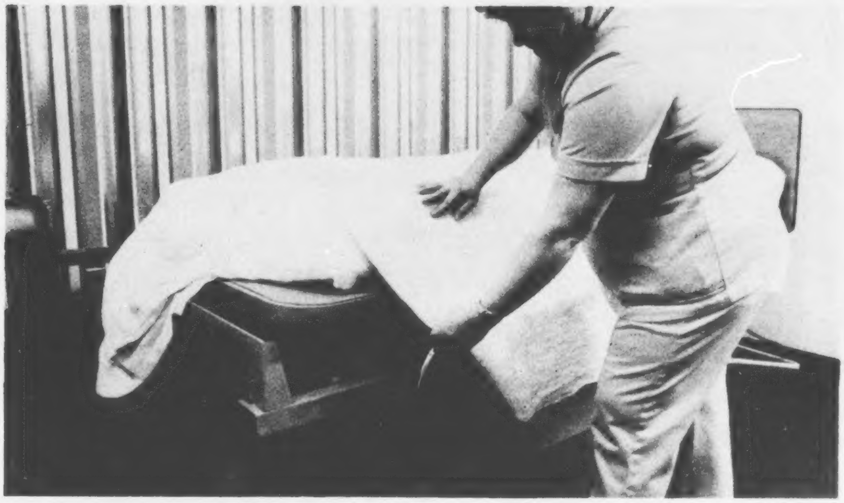


FIGURE 63



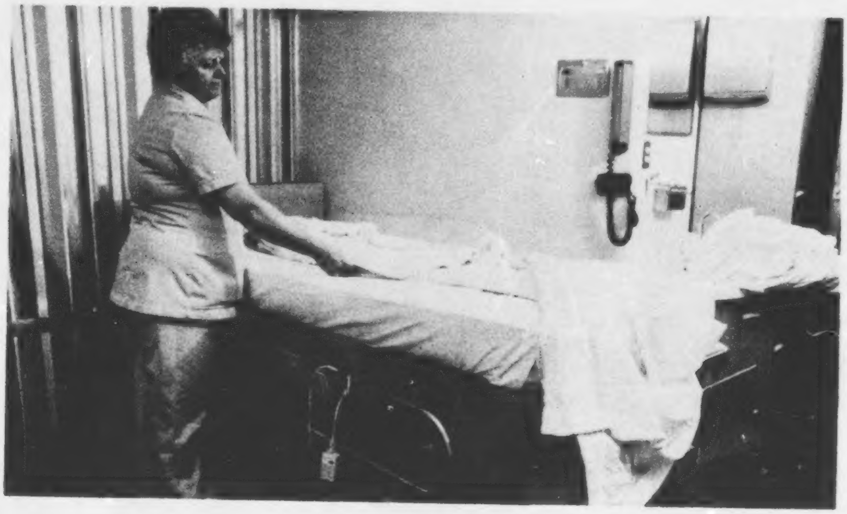
(NOTE: Allow sides to hang down free; do not tuck under mattress.)

JOB SHEET #3

O. Move to other side of bed to complete bedmaking

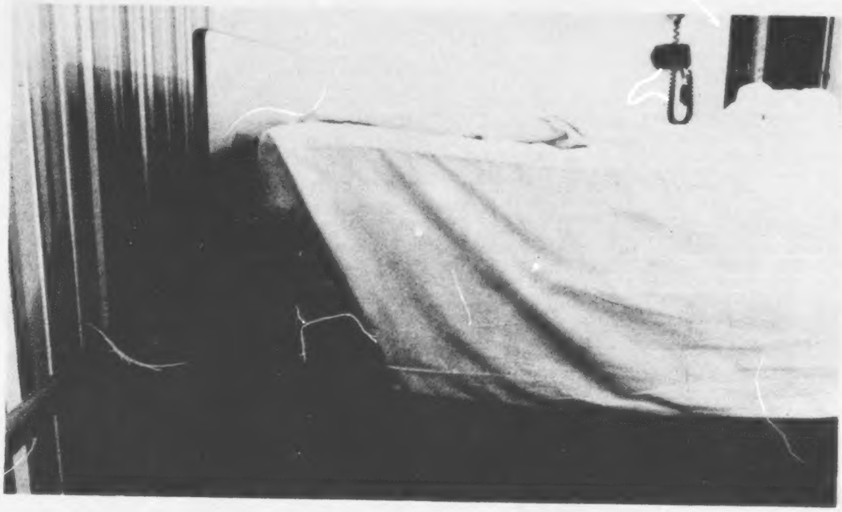
P. Fold back linen to center of bed (Figure 64)

FIGURE 64



Q. Tuck bottom sheet smoothly under head of mattress and miter top corner (Figure 65)

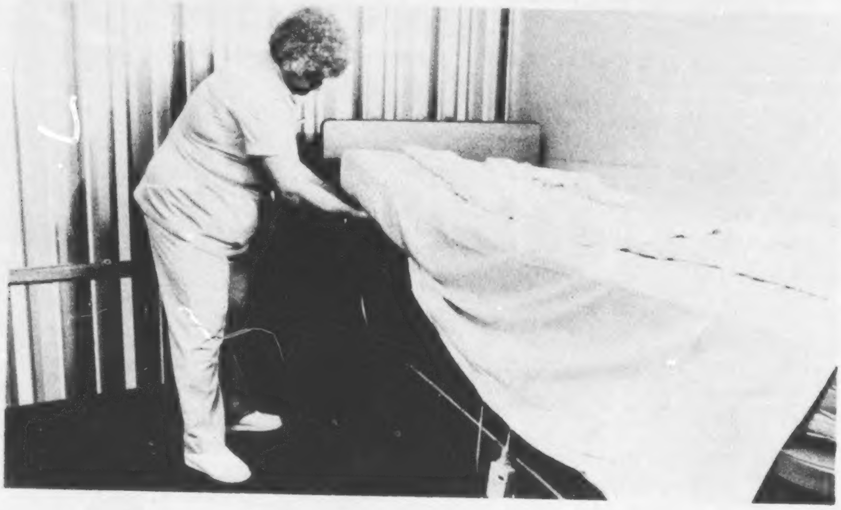
FIGURE 65



JOB SHEET #3

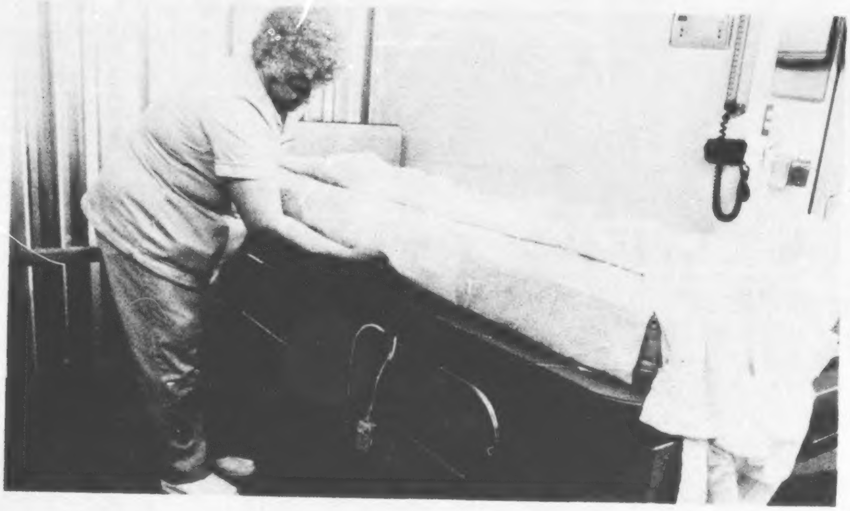
R. Tuck bottom sheet tightly under mattress along the side (Figure 66)

FIGURE 66



S. Grasp edge of rubber drawsheet, pulling it tight, and tuck under mattress (Figure 67)

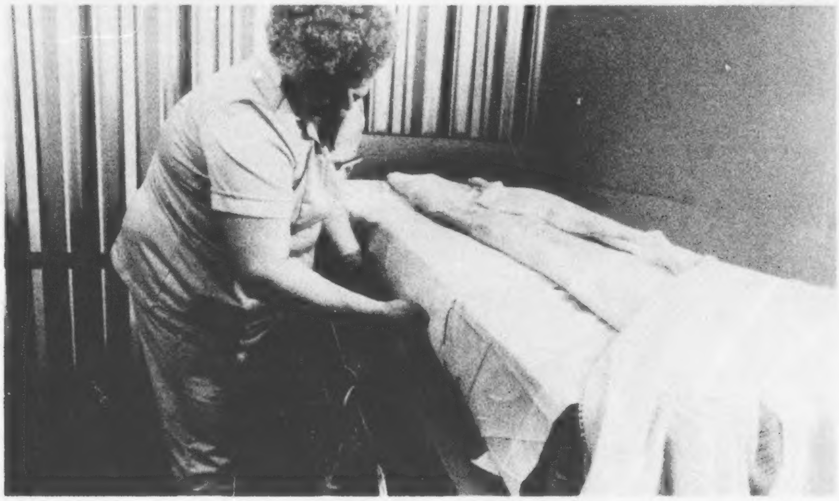
FIGURE 67



JOB SHEET #3

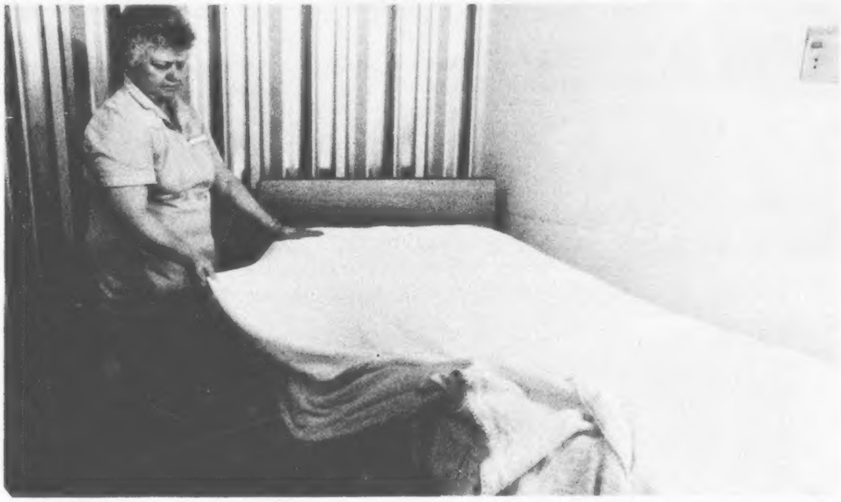
T. Grasp edge of cotton drawsheet, pulling it tight, and tuck under mattress (Figure 68)

FIGURE 68



U. Straighten and smooth out top sheet, blanket, and spread, working toward foot of bed (Figure 69)

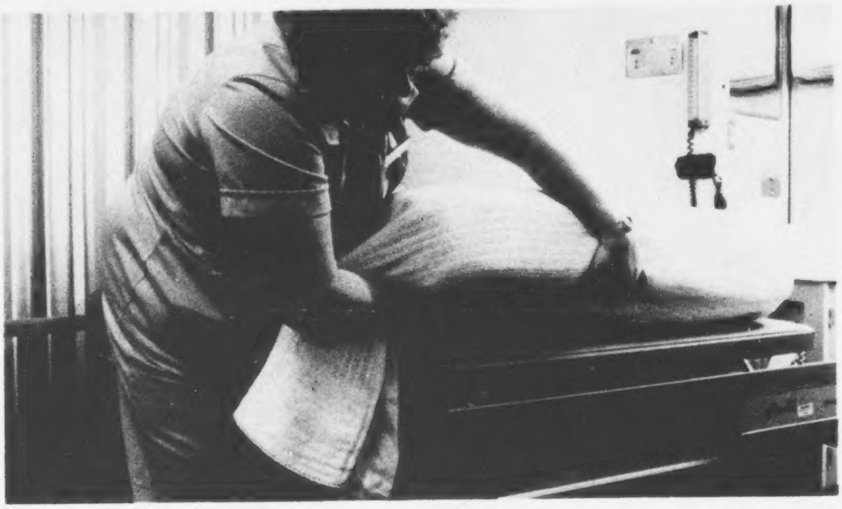
FIGURE 69



JOB SHEET #3

V. Tuck surplus of top sheet, blanket, and spread under foot of mattress (Figure 70)

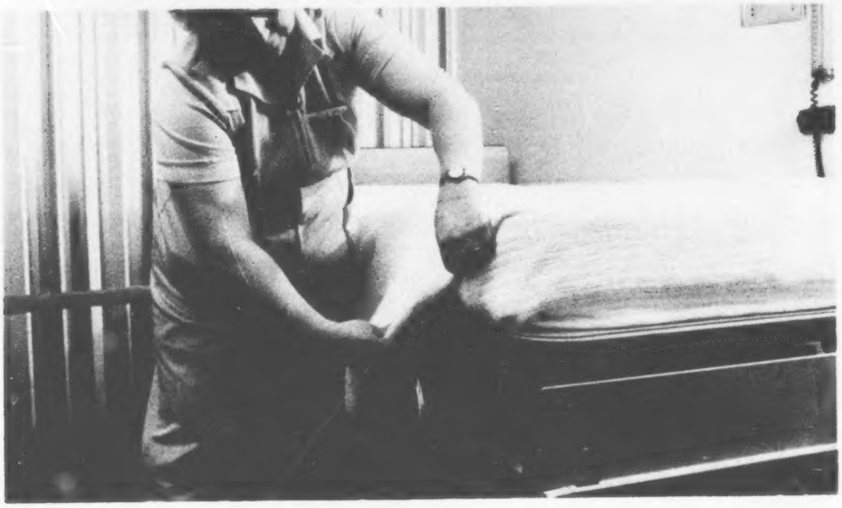
FIGURE 70



W. Miter corners, keeping top sheet, blanket, and spread together (Figure 71)

(NOTE: Let sides hang free.)

FIGURE 71

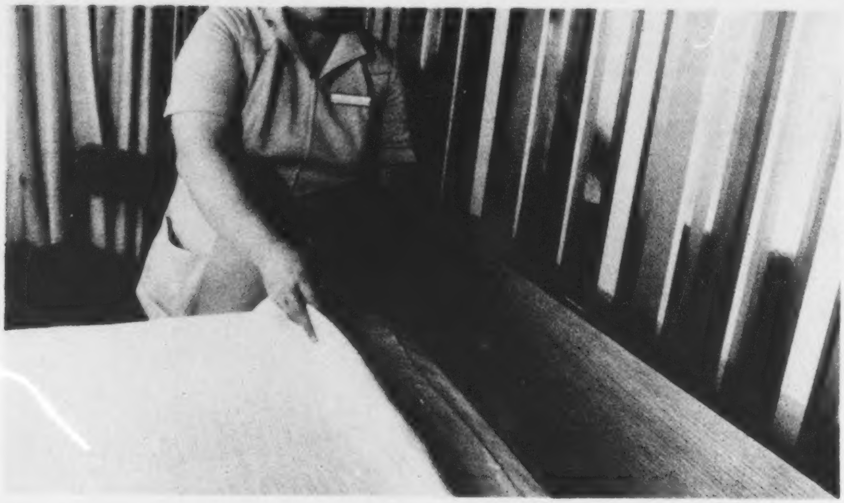


JOB SHEET #3

X. Form cuff at the head of the bed

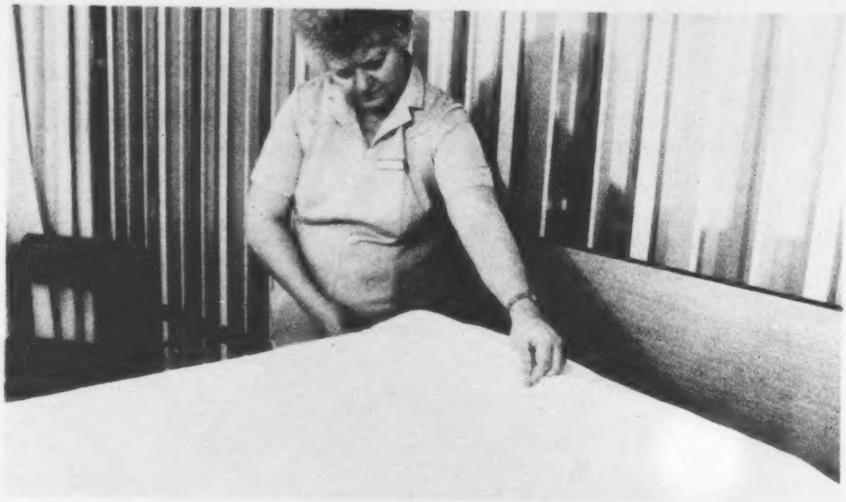
1. Fold hem of spread under edge of blanket (Figure 72)

FIGURE 72



2. Fold hem of top sheet back over edge of spread and blanket to form the cuff (Figure 73)

FIGURE 73



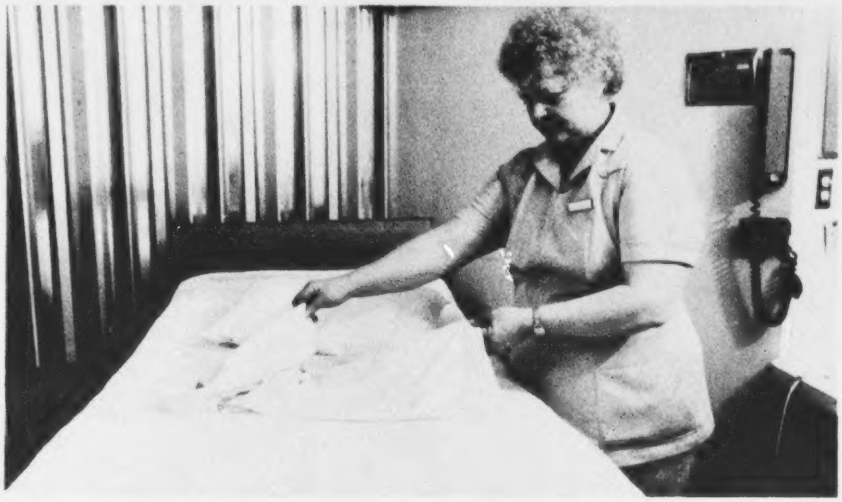
JOB SHEET #3

Y. Put clean pillowcases on pillows (Figures 74-77)

(NOTE: Do not put pillow under your chin or let it touch your body because of the danger of spreading germs and infection.)

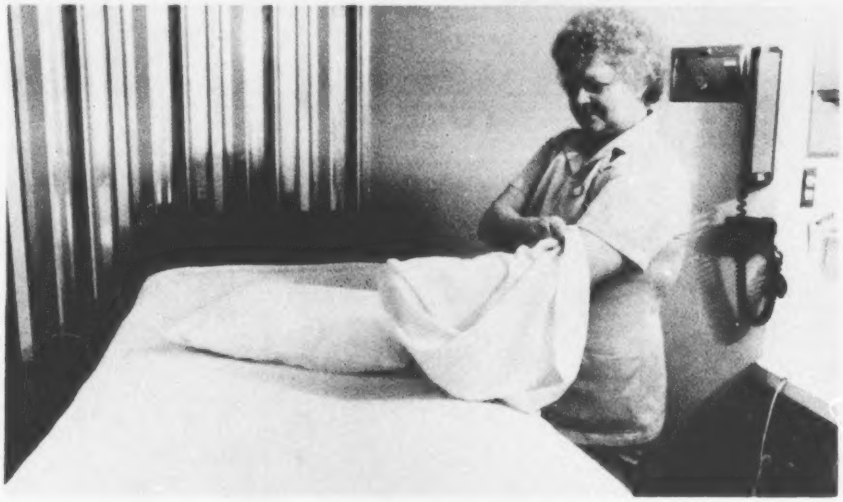
1. Pick up one pillowcase and hold at center of closed end

FIGURE 74



2. Fold pillowcase wrong-side-out over hand and arm

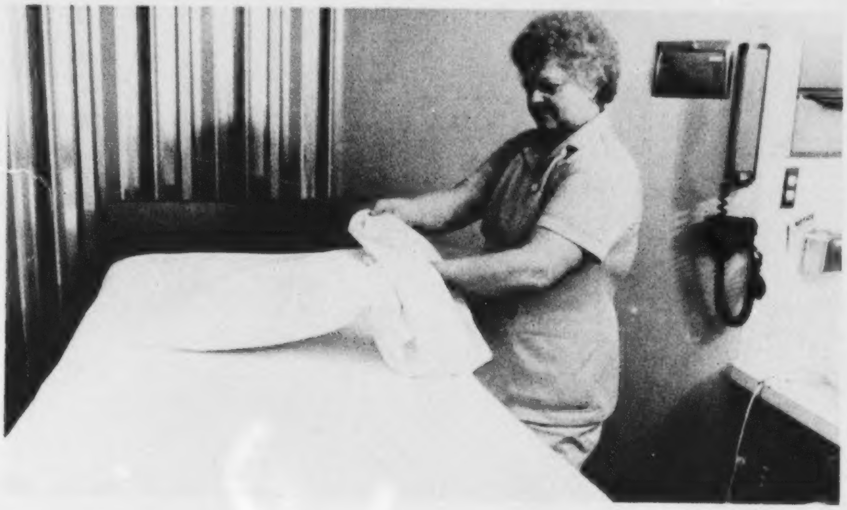
FIGURE 75



JOB SHEET #3

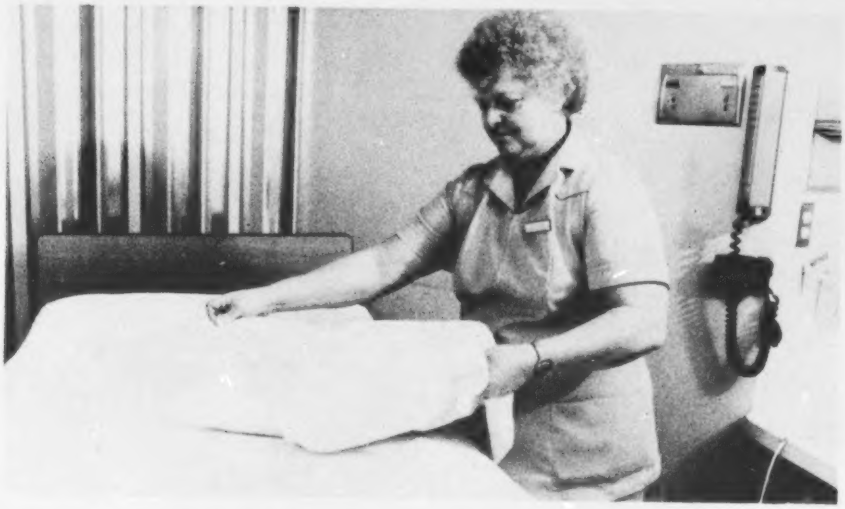
3. Grasp pillow at center of one end with hand holding pillowcase

FIGURE 76



4. Unfold pillowcase from arm working down over pillow

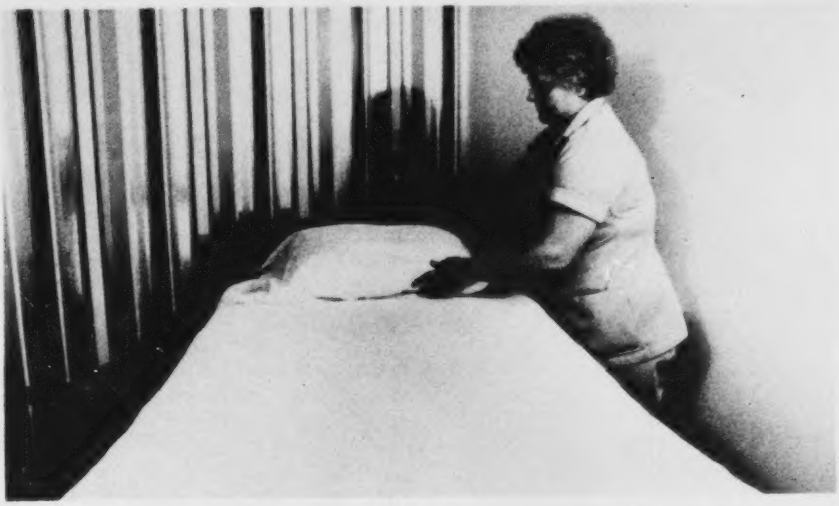
FIGURE 77



JOB SHEET #3

Z. Fluff pillow and place at head of bed with seam side of the case toward headboard and open end away from door (Figure 78)

FIGURE 78



HOSPITAL CLEANING
UNIT II

JOB SHEET #4--CLEAN A PATIENT'S BATHROOM

I. Equipment and supplies

A. Supply cart
B. Cleaning cloths
C. Counter brush
D. Dustpan
E. Glass cleaner
F. Disinfectant detergent
G. Hand pail
H. Hand sprayer
I. Liquid hand soap
J. Mop bucket/wringer
K. Porcelain cleaner
L. Room deodorant
M. Rubber gloves
N. Treated dust mop
O. Toilet bowl mop
P. Toilet tissue
Q. Wastebasket liners
R. Wet mop
S. Portable caddy
T. Ounce pump dispenser

II. Procedure

A. Gather equipment and put on protective gloves

B. Prepare disinfectant detergent solutions

(NOTE: Follow manufacturer's or supervisor's directions.)

EXAMPLE: One ounce of disinfectant detergent concentrate plus one gallon warm water = disinfectant detergent solution

C. Discard any trash and unused soap, and remove them from room

D. Sweep floor, using treated dust mop or utility broom

E. Remove wastebasket liner; twist and tie shut

F. Wipe inside and outside of wastebasket with cloth dipped in disinfectant detergent solution

G. Put new liner in wastebasket

(NOTE: The above step may have been performed when cleaning patient's room area.)

H. Flush toilet

I. Lower water lever in toilet by forcing water over trap using bowl mop

JOB SHEET #4

J. Put disinfectant bowl cleaner in bowl

K. Swab inside of bowl with bowl mop and let stand while cleaning sink and tub

(NOTE: Do not flush toilet.)

L. Clean porcelain surface of sink, using cloth dipped in disinfectant detergent solution

M. Remove stains with powdered cleanser and cloth

N. Rinse with water from sink and cloth

O. Dry and polish with clean, dry cloth

P. Wash all metal surfaces with cloth dipped in disinfectant detergent solution

(NOTE: This includes pipes, plumbing, faucets, fixtures, handles, towel racks, paper towel dispenser, and soap dispensers.)

Q. Wipe metal surfaces dry with clean cloth

R. Clean shelves and counter tops with cloth dipped in disinfectant detergent solution

S. Clean mirrors and glass surfaces with cloth dipped in disinfectant detergent solution

T. Remove water spots and polish mirrors and glass with clean, dry cloth

U. Clean tub and faucets or shower with cloth dipped in disinfectant detergent solution

(NOTE: If shower, clean walls and floor thoroughly.)

V. Refill paper towel dispensers and toilet tissue dispenser and place bar of soap, if provided, on sink

W. Clean outside of toilet with cloth dipped in disinfectant detergent solution

  1. Clean seat, top, and bottom
  2. Clean hinges
  3. Clean pipes and fixtures
  4. Clean base of toilet
  5. Clean floor area behind toilet

JOB SHEET #4

X. Swab inside of toilet bowl with bowl mop dipped in bowl cleaner that has been standing in bowl

Y. Swab underneath bowl rim

Z. Use mirror to inspect under rim

AA. Flush toilet, and rinse bowl mop in toilet

(CAUTION: NEVER LEAVE BOWL CLEANER IN TOILET AFTER CLEANING.)

BB. Clean light switch covers, door hinges, door handles, all chrome, top of door, and door closer with cloth dipped in disinfectant detergent solution and wrung out

CC. Spot clean wall surfaces above sink, behind toilet, and any area where patient or guests may have touched wall

DD. Flush used disinfectant down toilet

EE. Wet mop floor in toilet area

1. Dip mop in mop bucket containing disinfectant detergent solution

   (NOTE: An average of 3 to 4 rooms can be cleaned before mop solution needs to be changed. Check with your supervisor.)

2. Wring out mop in wringer

   (NOTE: Leave mop wet enough so that floor will remain wet for 3 to 4 minutes.)

3. Wring out mop very dry

4. Mop floor picking up excess solution

   (NOTE: Pay special attention to corners and edges.)

FF. Inspect work and report any malfunctions

GG. Wash hands thoroughly

HOSPITAL CLEANING
UNIT II

JOB SHEET #5--CLEAN AN OCCUPIED PATIENT ROOM

I. Equipment and supplies

A. Disinfectant detergent

B. Hand pail

C. Cloths

D. Dust mop

(NOTE: Dust mops may or may not be treated; check with your supervisor.)

E. Wet mop

F. Wastebasket liners

G. Dustpan

H. Counter brush

I. Liquid hand soap

J. Can for ashes

K. Mop bucket/wringer

L. Porcelain cleaner

M. Hand sprayer

N. Room deodorant

O. Toilet tissue

P. Paper towels

Q. Ashtray

R. Rubber gloves

S. Toilet bowl mop

T. Ounce pump dispenser

U. Vacuum sweeper

V. Wet floor sign

II. Procedure

A. Place supply cart in safe position outside room door

(NOTE: Do not block room doors or place cart in area where someone might walk into it.)

B. Knock gently on patient's door and announce yourself

C. Tell patient what you are going to do

(NOTE: Talk as little as possible to patients and be courteous at all times.)

D. Empty ashtrays in metal container carried on cart

(NOTE: Watch for burning ashes.)

E. Wash out ashtray with cloth dipped in disinfectant detergent solution previously prepared in hand pail

EXAMPLE: One ounce of disinfectant detergent concentrate plus one gallon warm water = disinfectant detergent solution

JOB SHEET #5

F. Dry ashtray with clean, dry cloth and replace

G. Remove liner from wastebasket and twist shut

H. Deposit liner in trash bag on cart

I. Wipe inside and outside of wastebasket with cloth dipped in disinfectant detergent solution and wring out until damp

J. Obtain new liner from cart and place inside wastebasket

K. Push bottom of liner to bottom of wastebasket

L. Fold top edge of clean liner over the top edge of the wastebasket

M. Return wastebasket to correct location

N. High dust room with treated duster

O. Dry dust furniture, ledges, and windows with treated duster

P. Damp dust bedside table with cloth dipped in disinfectant detergent solution and wrung out damp

(NOTE: Start each assigned room with new cleaning cloths.)

1. Move all items on table top to one side
2. Wipe one half of table top
3. Move all items on table top to side just cleaned
4. Wipe other half of table top
5. Wipe front and sides of table
6. Return items to correct position on table

   (NOTE: Cleaning cloth should be rinsed frequently in disinfectant detergent solution.)

Q. Damp dust overbed table with cloth dipped in disinfectant detergent solution

1. Remove all items from overbed table

   (NOTE: Put items on bedside table.)

2. Move table away from bed

   (NOTE: Do not clean table over bed.)

3. Wipe table top surface

JOB SHEET #5

4. Lift up table top and clean mirror and tray inside
5. Wipe sides and bottom of table
6. Return all items to the overbed table
7. Relocate table for patient's convenience

R. Wipe telephone with wet cloth dipped in disinfectant detergent solution and wrung out

(NOTE: Leave telephone to air dry.)

S. Damp dust bed lamp with damp cloth dipped in disinfectant detergent solution

(CAUTION: IF LIGHT IS ON, TURN OFF AND LET BULB COOL.)

(NOTE: Wring out cloth very thoroughly.)

T. Damp dust patient call control unit with damp cloth dipped in disinfectant detergent solution

U. Damp dust window sills, trim, and frames with cloth dipped in disinfectant detergent solution

(NOTE: Rinse cloth as needed.)

V. Damp dust heating or cooling unit

(NOTE: Replace cleaning cloth if it becomes soiled.)

W. Damp dust closet and room doors with damp cloth dipped in disinfectant detergent solution

X. Damp dust dresser, counter tops, and ledges with damp cloth dipped in disinfectant detergent solution

(NOTE: Do not disturb patient's personal items any more than you have to, and do not open drawers used by patient.)

Y. Damp dust all chairs with damp cloth dipped in disinfectant detergent solution

(NOTE: Clean back, seat, arms, sides, and legs.)

Z. Clean and polish glass and mirrors, using glass cleaner and clean cloths

(NOTE: Check for streaks.)

JOB SHEET #5

AA. Clean and disinfect room sink and sink counter

1. Remove bars of soap and other articles from sink
2. Wash down all metal surfaces with cloth dipped in disinfectant detergent

   (NOTE: This includes pipes, plumbing, faucets, fixtures, handles, towel racks, paper towel dispensers, and soap dispensers.)
3. Wash down porcelain surfaces with cloth dipped in disinfectant detergent
4. Remove stains with powdered cleanser

   (NOTE: Rinse powdered cleanser with cloth and water from faucet.)
5. Clean overflow drain opening with cloth dipped in disinfectant detergent solution
6. Wash counter top with damp cloth dipped in disinfectant detergent solution
7. Dry and polish all metal, porcelain, and counter top surfaces with clean dry cloth

BB. Refill soap and paper towel dispensers

CC. Spot-clean walls, light switches, door handles, and door hinges

(NOTE: Clean any surface that may have been touched by patient or visitors.)

DD. Clean and disinfect patient bathroom (Job Sheet #4)

EE. Clean floor

1. Vacuum carpet using upright vacuum
   - a. Vacuum using back-and-forth motion
   - b. Move chairs; vacuum, and then replace chairs
   - c. Vacuum under bed

     (NOTE: Some beds can be raised for this procedure.)
   - d. Move bedside stand; vacuum, and then replace stand
   - e. Spot-clean where needed with brush and carpet spot remover

     (NOTE: Follow manufacturer's directions.)

     (CAUTION: NEVER USE ELECTRIC VACUUM IN ROOM WHERE OXYGEN IS BEING ADMINISTERED.)

JOB SHEET #5

2. Damp mop patient room and bathroom floor
    - a. Dust mop area to be mopped with treated dust mop
    - b. Soak wet mop in disinfectant detergent solution in mop bucket
    - c. Wring out mop, removing excess water
    - d. Damp mop floor starting at back of room and using figure eight motion
    - e. Mop edges and corners
    - f. Re-dip mop frequently in disinfectant detergent solution and wring out excess water
    - g. Continue damp mopping until floor is finished
    - h. Set out wet floor sign

      (NOTE: Do not walk on wet floor.)

FF. Return all cleaning items to cart

(NOTE: Place used cloths in plastic bag on cart. To prevent contamination, avoid using cloths from room to room.)

GG. Inspect room for missed items

HH. Move cart to next assignment

HOSPITAL CLEANING
UNIT II

JOB SHEET #6--CLEAN A HOSPITAL ROOM AFTER PATIENT IS DISCHARGED

I. Equipment and supplies

A. Supply cart
B. Ashtrays
C. Can for ashes
D. Cloths
E. Counter brush
F. Dustpan
G. Disinfectant detergent
H. Hand pail
I. Hand sprayer
J. Liquid hand soap
K. Mop bucket/wringer
L. Paper towels
M. Porcelain cleaner
N. Room deodorant
O. Rubber gloves
P. Treated dust mop
Q. Toilet bowl mop
R. Toilet tissue
S. Wastebasket liners
T. Wet mop
U. Glass cleaner
V. Hand mirror
W. Ounce pump dispenser
X. Wet floor sign

II. Procedure

A. Place supply cart in safe position outside room entrance

B. Put on protective gloves

C. Prepare disinfectant detergent solution if not previously done

(NOTE: Follow manufacturer's and supervisor's instructions.)

D. Check room for personal items left by patient

(NOTE: Place items in bag provided for that purpose.)

E. Turn in any items found to supervisor or nurses' station

F. Empty drawers and closets

G. Remove all soiled linen from bathroom and place on bed

H. Empty ashtrays in metal can carried on cart

(NOTE: Check for burning ashes.)

JOB SHEET #6

I. Wash ashtray with cloth dampened with disinfectant detergent solution; wipe dry and replace

J. Gather loose trash, newspapers, and disposables and deposit in wastebasket

K. Remove liner from wastebasket; twist, and tie shut; deposit in trash bag on cart

L. Wash wastebaskets inside and out with a dampened cloth dipped in disinfectant detergent solution

M. Put in new liners

N. Dust overhead vents and fixtures with treated duster

O. Adjust bed to flat position and a comfortable height for cleaning

P. Clean and disinfect bed

1. Dip cleaning cloth in disinfectant detergent solution and wring out
2. Wash off rubber sheet and place it wet side up on chair
3. Wash pillow on both sides and place on top of rubber sheet
4. Wash plastic mattress cover and place on top of pillow
5. Wash and disinfect top and sides of mattress
6. Turn mattress over and wash other side
7. Inspect mattress for holes or damage and report to supervisor
8. Turn mattress sideways and push to foot of bed
9. Wash off all exposed metal surfaces, front and back of headboard, springs, frame, legs, casters, and controls with cloth dampened in disinfectant detergent solution

   (NOTE: Start at highest point and work down.)
10. Flip mattress from foot of bed to head of bed
11. Wash off remaining exposed metal surfaces, front and back of footboard, springs, frame, legs, casters, and controls with cloth dampened in disinfectant detergent solution
12. Place mattress straight on bed
13. Replace plastic cover on mattress
14. Lay pillow on bed

JOB SHEET #6

15. Flip rubber sheet over bed placing clean side down

16. Wash back side of rubber sheet with cloth dampened in disinfectant detergent solution

17. Let bed air while cleaning rest of room

Q. Clean overbed table with cloth dipped in disinfectant detergent solution

(NOTE: Start at top and work down.)

R. Discard and refill hand pail with fresh disinfectant detergent solution when it becomes soiled or after encountering vomit or urine

S. Clean bedside stand inside and outside with cloth dipped in disinfectant detergent solution

T. Clean and disinfect bed lamp, call button, and other controls or fixtures around bed

U. Clean and disinfect telephone with cloth dipped in disinfectant detergent solution

(NOTE: You may be instructed to use spray disinfectant on phone mouthpiece.)

V. Clean and disinfect all furniture in room with cloth dipped in disinfectant detergent solution

1. Wipe off armchair front, back, seat, arms, and legs
2. Wipe off patient's chair front, back, seat, arms, and legs
3. Wipe off any chests, dressers, or stands

W. Clean and disinfect all ledges, switches, and door handles

(NOTE: Dip and wring out cleaning cloth frequently in disinfectant detergent solution.)

X. Wipe window sills and woodwork with cleaning cloth dampened with disinfectant detergent solution

Y. Wipe closet shelves, walls, and floor with cleaning cloth dipped in disinfectant detergent solution

Z. Wipe the closet and room doors with cleaning cloth dipped in disinfectant detergent solution

AA. Spot-clean walls that may have been touched by patient or visitors

BB. Wipe off television and ledge with wet cleaning cloth

(NOTE: Screen should be free of streaks.)

JOB SHEET #6

CC. Wipe off drapes with damp cleaning cloth dipped in disinfectant detergent solution with excess water wrung out

DD. Wash windows with glass cleaner and polish with clean cloth

EE. Clean mirror with glass cleaner and polish with clean cloth

FF. Wash and disinfect room sink and sink counter

1. Remove any soap or other items left on sink and discard

2. Wash down sink, faucet, and counter top with cleaning cloth dipped in disinfectant detergent solution

   (NOTE: If sink is heavily soiled or stained, a powdered cleanser may be applied to soiled area.)

3. Rinse out cloth in disinfectant detergent solution; wring out cloth and rinse off sink

4. Wipe surface dry with clean, dry cloth removing all water spots

GG. Check dispenser for paper towels

HH. Wipe down inside and outside of dispenser with cloth dipped in disinfectant detergent solution

II. Clean and disinfect patient's bathroom (Job Sheet #4)

JJ. Clean floor

1. Carpet

   a. Vacuum entire floor using upright vacuum and back-and-forth movement

   b. Move chairs; vacuum, and then replace chairs

   c. Vacuum behind and under bed

      (NOTE: If bed must be moved, replace after vacuuming.)

   d. Move bedside stand; vacuum, and then replace stand

   e. Move all other furniture and equipment; vacuum, and then position in proper place

   f. Spot-clean where needed with brush and carpet spot remover

      (NOTE: Follow manufacturer's directions.)

   g. Clean corners and edges with disinfectant detergent solution

JOB SHEET #6

2. Noncarpeted floor

    a. Dust mop floor using treated dust mop

    b. Sweep all litter and sweepings to door

    c. Pick up sweepings with counter brush and dustpan and put in wastebag on cart

    d. Remove wet mop from cart and soak in prepared disinfectant detergent solution in mop bucket until wet

    (NOTE: Mopping solution should be changed after 3 to 4 rooms. Check with your supervisor.)

    e. Wring out wet mop using wringer

    (NOTE: Mop should be wet enough to allow solution to stand on floor at least 3 1/2 to 4 minutes before drying.)

    f. Wet mop floor starting at back of room

    (NOTE: Mop patient room before mopping bathroom floor.)

    g. Re-dip mop in disinfectant solution as needed

    h. Flip mop over frequently using both sides of mop

    (NOTE: Use heel of mop to remove smudges and spots.)

    i. Let floor dry

    (NOTE: Do not walk on wet floor.)

KK. Make bed (Job Sheet #3)

LL. Inspect room and report that room is ready for occupancy

HOSPITAL CLEANING
UNIT II

JOB SHEET #7--CLEAN A NURSES' LOUNGE

I. Equipment and supplies

- A. Supply cart
- B. Cleaning cloths
- C. Hand pail
- D. Disinfectant detergent solution
- E. Wastebasket liner
- F. Hand duster
- G. Powdered cleanser
- H. Glass cleaner
- I. Paper towels
- J. Liquid hand soap
- K. Mop bucket/wringer
- L. Vacuum equipment
- M. Dustpan
- N. Counter brush
- O. Ounce pump dispenser
- P. Wet floor sign

II. Procedure

- A. Empty ashtrays in metal container carried on cart

  (NOTE: Watch for burning ashes.)

- B. Wash ashtrays with cloth dipped in disinfectant solution prepared in hand pail
- C. Dry ashtrays and replace
- D. Pick up loose trash and put in wastebasket
- E. Remove liner from wastebasket and twist shut
- F. Deposit in trash bag on cart
- G. Wipe inside and outside of wastebasket with cloth dipped in disinfectant detergent solution
- H. Put new liner in wastebasket, pushing bottom of liner to bottom of wastebasket
- I. High dust room with treated duster
- J. Clean and disinfect sink and counter top
  1. Wash down metal surfaces such as faucets, dispensers, and plumbing with cloth dipped in disinfectant detergent solution
  2. Wash down porcelain surfaces of sink, using cloth dipped in disinfectant detergent solution

JOB SHEET #7

3. Wipe counter top with cloth dipped in disinfectant detergent solution

4. Dry and polish metal, porcelain, and counter top surfaces

5. Spray mirror with glass cleaner and polish with clean, dry cloth

K. Check and replenish paper towel and soap dispenser

L. Damp dust all furniture and table tops using cloth dipped in disinfectant detergent solution and wrung out until damp

M. Spot-clean walls and vents using cloth dipped in disinfectant detergent solution and wrung out until damp

N. Clean floor

1. Carpet

   a. Vacuum thoroughly using back-and-forth motion

   b. Move furniture to one side; vacuum, and then replace

2. Noncarpeted floors

   a. Dust mop floor using treated dust mop

   b. Sweep all litter and sweepings to door

   c. Pick up sweepings using counter brush and dustpan

   d. Put sweepings in trash bag on cart

   e. Remove wet mop from cart and soak in disinfectant detergent soluton in mop bucket until wet

   f. Using wringer, wring out wet mop until all excess water is removed

   (NOTE: Mop head should be damp, not wet.)

   g. Damp mop floor starting at back of room and working toward door, using figure-eight motion where possible

O. Change solutions in mop bucket and hand pails when they become soiled

P. Go to next assigned cleaning station or room

HOSPITAL CLEANING
UNIT II

JOB SHEET #8--PERFORM TYPICAL ISOLATION PRECAUTION STEPS

I. Equipment and supplies

  A. Gown

  B. Mask

  C. Gloves

  D. Antiseptic solution for washing hands

II. Procedure for gowning to enter a room

  A. Remove watch and rings

  B. Wash hands

  C. Put on gown

    1. Gown opening should be at back

    2. Tie neckband behind neck with shoelace type knot

    3. Overlap edges of gown at small of back

    4. Tie waist tapes in a bow behind back

  D. Put on mask

    1. Cover both nose and mouth

    2. Tie both strings securely

    3. Change mask every 30 minutes or when it becomes moist

    (NOTE: Follow procedure outlined by hospital.)

  E. Put on gloves

  F. Enter room

III. Procedure for washing hands properly

  A. Lather hands very generously with appropriate antiseptic solution

  B. Rinse thoroughly

JOB SHEET #8

C. Turn the water taps off with a dry paper towel

(NOTE: This procedure prevents recontamination of hands.)

D. Open room door using a dry paper towel

(NOTE: The room door is contaminated on the room side.)

IV. Procedure for gown removal

A. Untie only the waist ties

B. Remove gloves without touching anything

C. Untie gown's neck strings

D. Untie and remove the mask completely, touching only the strings

(CAUTION: DO NOT LET MASK DANGLE AROUND NECK.)

E. Slip arms out of gown without touching the outside

F. Turn gown inside out holding onto the inside

G. Roll gown up and place in an isolation laundry bag or trash container

(CAUTION: BECAUSE YOUR HANDS ARE CONTAMINATED, REMEMBER NOT TO TOUCH YOUR UNIFORM WHEN YOU ARE REMOVING THE GOWN.)

H. Wash your hands

HOSPITAL CLEANING
UNIT II

JOB SHEET #9--USE DOUBLE BAGGING TECHNIQUE

I. Equipment

- A. Plastic bags inside isolation room
- B. Other plastic bags, usually large and red
- C. Secure fastener, tapes, or ties
- D. Tape or labels
- E. Marking pens

II. Procedure

(NOTE: It takes two people to perform this task. One person stays outside the unit to remain clean; the second person works inside the unit.)

A. Person inside room takes room bag to door

(NOTE: Re-usable items are washed in the room before bagging.)

B. Person outside room holds a second bag by making a cuff on the top and putting hands up under cuff

C. Person inside room may put hands down inside second bag to help hold it open when putting first bag into it

(CAUTION: THE INSIDE PERSON SHOULD NOT TOUCH THE OUTSIDE OF THE SECOND BAG.)

D. Outside person closes second bag by pushing up on the cuff, and then folding it down and taping it

(NOTE: Outside person touches only the clean outside of the bag.)

E. Label bags

(NOTE: Label contents in several places with letters large enough to be read easily.)

EXAMPLES: Contents, room number, type of isolation, or the word "ISOLATION"

F. Take bags to proper disposal or unit area

CLS - 221-A

HOSPITAL CLEANING
UNIT II

TEST

NAME________________________________ SCORE ______________

1. List three reasons for a clean hospital.

   a. ____

   ____

   b. ____

   ____

   c. ____

   ____

2. Match hospital cleaning terms to their definitions. Write the correct numbers in the blanks. Terms and definitions are continued on the next page.

_____a. To kill more than 50 percent of harmful germs, bacteria, and viruses

_____b. Placing a patient apart from others to prevent the spread of infection, thus protecting persons from contact with patient's disease or protecting patient from outside infectious germs

_____c. Any antiseptic used to kill germs

_____d. Free from disease-producing microorganisms or infection

_____e. Small sheet made of rubber, plastic, or cotton placed crosswise on middle of the bed over bottom sheet to help protect bedding from a patient's discharges

_____f. To kill all organisms such as germs and bacteria; to become aseptic

_____g. Protective rails on side of bed to prevent patient from rolling out of bed

_____h. Pad used to protect bedding from patient's discharges; thrown away when removed from bed

_____i. To remove surface dust with cloth moistened with a cleaning solution and wrung out very thoroughly

1. Aseptic
2. Bedrails
3. Sterilize
4. Disinfect
5. Drawsheet
6. Germicide
7. Isolation
8. Damp dust
9. Disposable underpad

TEST

_____ j. Special way to fold bedding on a hospital bed so that corners form a 45° angle

_____ k. Small area separated by a wall, partition, or curtain

_____ l. Tiny living organisms or germs too small to be seen by the naked eye

_____ m. To lower the level of dirt and disease-causing agents to a level considered healthy--usually 50 percent

10. Microorganism
11. Mitered corner
12. Sanitize
13. Cubicle

3. Select from the list below employment responsibilities of a hospital housekeeping aide. Write an "X" in the correct blanks.

_____ a. Reporting to work on time

_____ b. Maintaining high moral standards of character and conduct

_____ c. Not working while under the influence of alcoholic beverages, medications, or drugs

_____ d. Assisting patients to and from lounge room

_____ e. Keeping secret and not discussing with anyone inside or outside hospital all information concerning the condition or treatment of a patient

_____ f. Following instructions of nurses and nurse aides

_____ g. Seeing that patient's personal effects are undisturbed

_____ h. Keeping telephone lines open by not using floor or room phones for personal calls

_____ i. Maintaining of all equipment including plant engineering

_____ j. Reporting immediately to supervisor all on-the-job accidents

_____ k. Wearing street clothing on days that uniforms are being laundered

_____ l. Checking bulletin board each day for notes and information

_____ m. Restocking supply cart and controlling supplies

_____ n. Adjusting bed or bedside table for patient

_____ o. Maintaining cleaning equipment in clean and good working order

TEST

4. Select from the following lists personal cleanliness and grooming habits of a hospital housekeeping aide. Write the correct words in the blanks.

a. Bathe or shower ____________________ using plenty of soap and water.

(1) weekly
(2) daily
(3) monthly
(4) twice a week

b. After ________________, use a deodorant and anti-perspirant to help control body odor.

(1) lunch
(2) work
(3) bathing
(4) dressing

c. Brush or floss teeth __________________ if possible.

(1) after meals
(2) weekly
(3) not at all
(4) after bathing

d. Shampoo hair _________________ and keep it neat.

(1) often
(2) once a week
(3) monthly
(4) not at all

e. All clothing and uniforms should be clean and changed ____________________.

(1) weekly
(2) twice a week
(3) monthly
(4) daily

f. Clean and trim fingernails _____________________.

(1) often
(2) monthly
(3) only if cracked
(4) yearly

g. Wash hands before starting to work, __________________ while working, and at the end of work shift.

(1) daily
(2) as often as necessary
(3) monthly
(4) weekly

h. Jewelry, other than a watch or ring, __________________________________.

(1) should not be worn while on duty
(2) can be worn if not too large
(3) can be worn if inexpensive
(4) should not be removed before work

i. Shoes should be clean, polished, and only those _________________________.

(1) that are fashionable
(2) approved by supervisor
(3) easily removed while cleaning carpet
(4) approved by doctor

TEST

5. Select from the following list true statements about personal safety rules for a hospital housekeeping aide. Write an "X" in the correct blanks.

______a. Wash hands frequently

______b. Carry putty knife in pocket so that it will be handy

______c. Wear protective gloves while performing cleaning duties

______d. Avoid body contact with soiled linen and pillows

______e. Mix cleaners together to make them stronger

______f. Do not lift heavy objects without help

______g. Walk on wet floors if shoes are clean and have a rubber sole

______h. Use stronger cleaning solution if soil is heavy

______i. Inspect all equipment before using it; do not use or attempt to repair broken equipment

______j. Do not pour cleaning fluids, cleansers, or chemical compounds from their original containers into unlabeled containers such as drinking glasses, paper cups, or coffee cups

______k. Follow directions in using all chemicals, supplies, and equipment

______l. Do not wash hands after cleaning a bathroom because the cleaning solution will kill all germs

______m. Be careful not to spill cleaning solutions

______n. Leave soiled dust mop heads in corner of utility room so that they can be picked up for cleaning

______o. Make sure all chemicals and equipment have been returned to their proper places

______p. Do not put pencils, putty knives, razor blades, or other sharp objects in pockets

______q. Beware of sharp objects such as broken glass, razor blades, syringe needles

______r. Open door with cart or equipment

______s. Be careful of hot lamp bulbs

______t. Never use electric vacuum in a room where oxygen is being administered

______u. Leave out cleaning equipment and supplies for patients to use

______v. Look before walking through doorways, down stairs, around corners, out of rooms, and out of elevators

TEST

______w. Do not shut off vision by stacking and carrying too many bundles

______x. Never plug in electrical equipment when hands are wet

______y. Forget about emergency exits, call signals, and emergency procedures because they only apply to the nursing staff

6. Select from the following list "Do's" and "Don'ts" for patient and public contact. Write "do" for correct behavior and "don't" for incorrect behavior.

______a. Greet patient with a smile

______b. Control your temper

______c. Gossip with patient or other workers

______d. Stare at patient or visitor

______e. Knock gently when entering room with closed door

______f. Talk loudly

______g. Clean room when doctor or nurse is in room

______h. Complain to patients

______i. Use patient's last name when acknowledging patient

______j. Have long conversations with patients

______k. Discuss patient's condition with anyone

______l. Make patients feel they are important

______m. Chew gum

______n. Use common courtesy at all times to patients, visitors, and co-workers

______o. Contact supervisor when you need advice on an isolation

______p. Smoke while performing work duties

______q. Ask nurses or aides how you should do something pertaining to your job

______r. Accept gifts or money from patients

______s. Touch or medically assist patients in any way

TEST

7. Match cleaning supplies used by hospital housekeeping aides to their uses. Write the correct numbers in the blanks.

______ a. Polishes and protects wood and woodlike furniture

______ b. Lines wastebaskets for protection against soft drinks, gum, melting ice, and other hard-to-remove items

______ c. Cleans and polishes metal; comes in paste, liquid, or aerosol spray

______ d. Deodorizes a room

______ e. Cleans, disinfects and deodorizes toilets; used with bowl mop or brush

______ f. Cleans and polishes windows, glass table tops, mirrors, and television screens

______ g. Removes embedded grease and dirt by rubbing

______ h. Kills crawling or flying insects

______ i. Removes tar and gum from fabric, upholstry, and carpet; comes in aerosol can

______ j. Used in washroom soap dispensers

______ k. Removes stains from fabrics and upholstery

______ l. Cleans, disinfects, and kills disease-causing germs

______ m. Cleans, disinfects, sanitizes, and deodorizes porcelain sinks, tubs, and tiles; non-abrasive

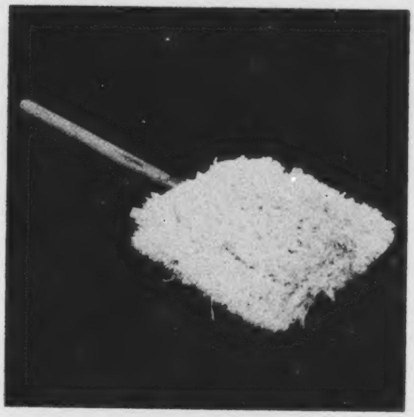
______ n. Removes spots and soil from rugs and carpets

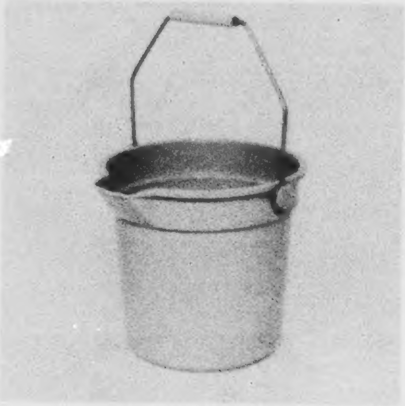
1. Air freshener
2. Furniture polish
3. Glass cleaner
4. Metal polish
5. Powdered cleanser
6. Toilet bowl cleaner
7. Wastebasket liner
8. Chewing gum remover
9. Insecticide
10. Liquid hand soap
11. Germicidal detergent
12. Rug shampoo
13. Porcelain cleaner
14. Cleaning fluid

TEST

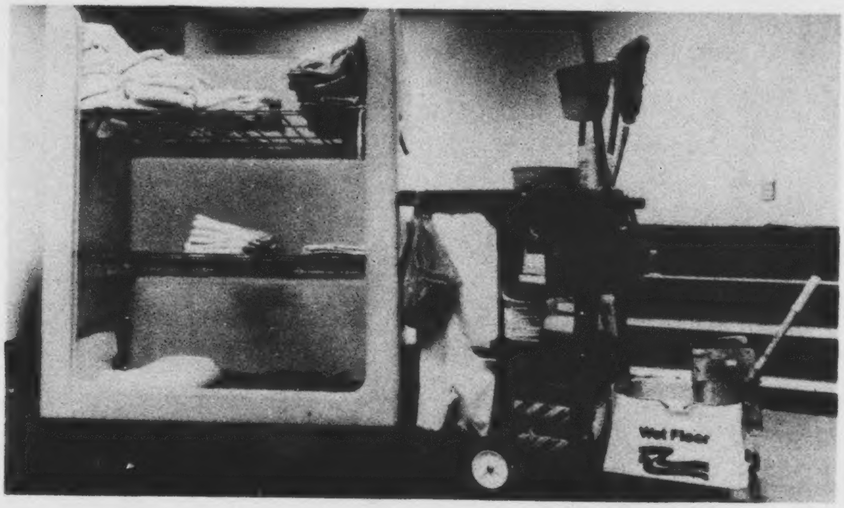
8. Identify equipment used in cleaning a hospital patient unit. Write the equipment name in the blank under the picture.

Supply cart **Hand duster** **Hand pail**





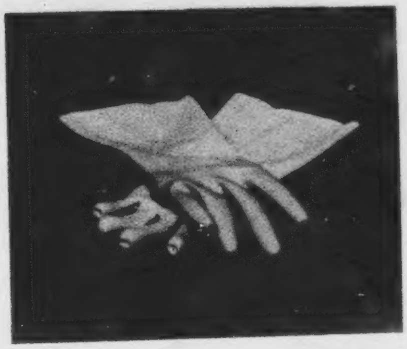
a. ______________________ b. ______________________



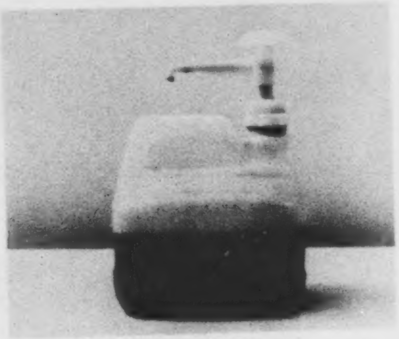
c. ______________________

TEST

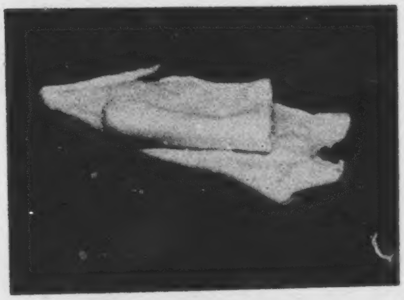
Putty knife
Dustpan
Rubber gloves
Ounce pump dispenser
Cleaning cloths
Hand mirror



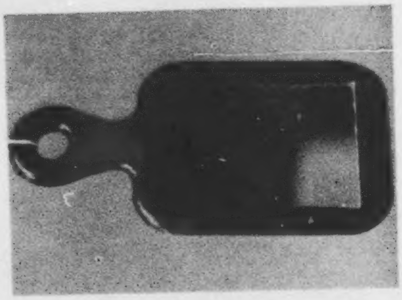
d. ____________________



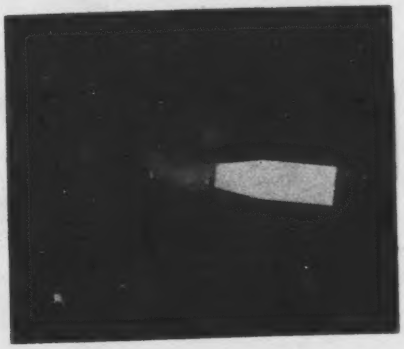
e. ____________________



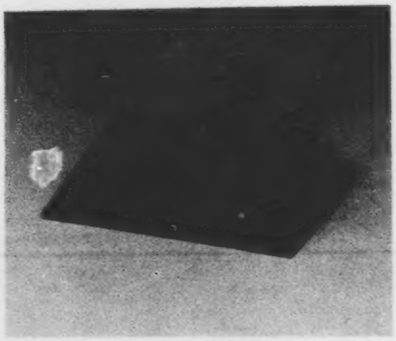
f. ____________________



g. ____________________



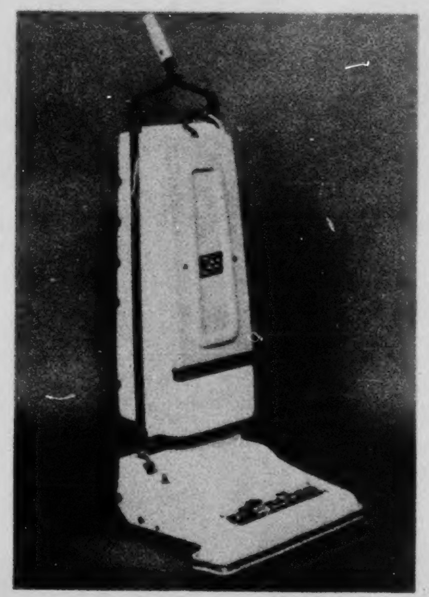
h. ____________________



i. ____________________

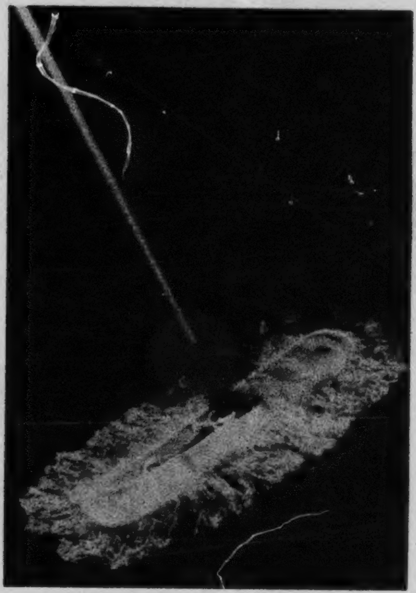
TEST

Dust mop **Vacuum** **Wet mop** **Mop bucket/wringer**

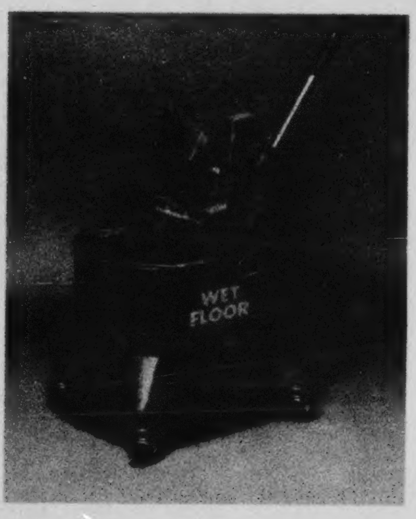


j. ____________________

k. ____________________



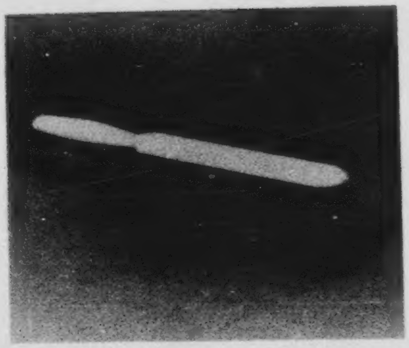
l. ____________________

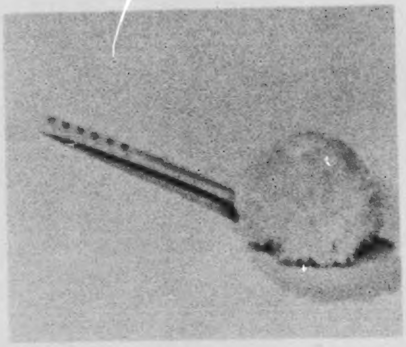


m. ____________________

TEST

Toilet bowl mop **Counter brush**



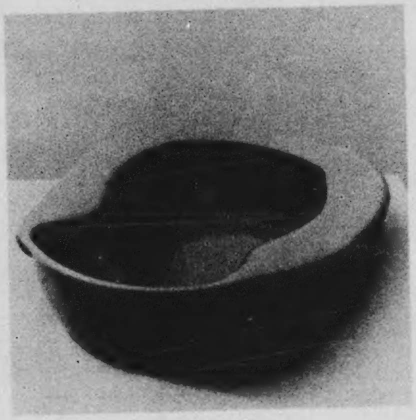


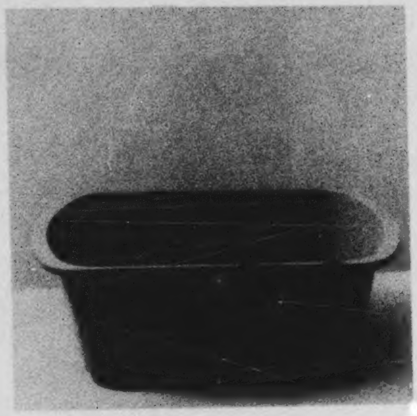
n. ____________________

o. ____________________

9. Identify items found in a typical utensil pack for a hospital bedside stand. Write the item name in the blank under the picture.

Bedpan **Urinal** **Emesis basin** **Washbasin** **Soap dish**

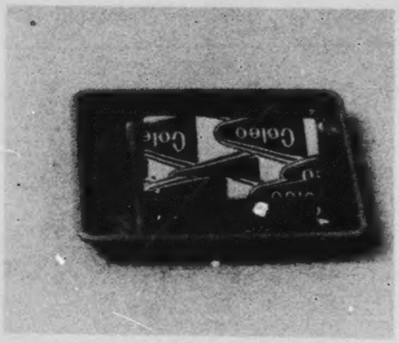




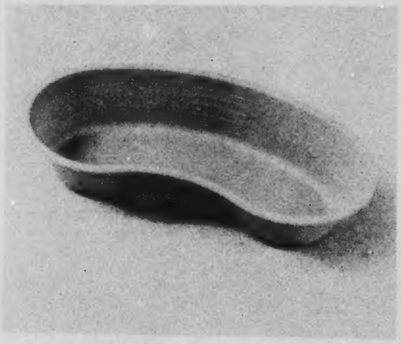
a. ____________________

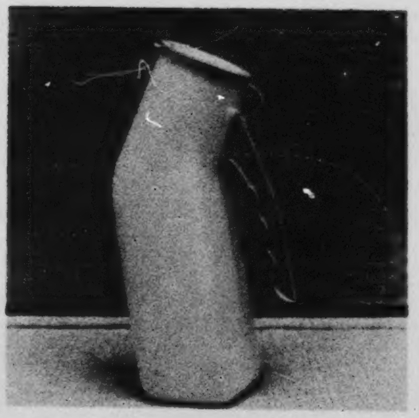
b. ____________________

TEST



c. ______________________

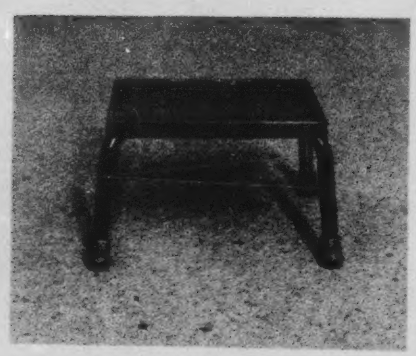


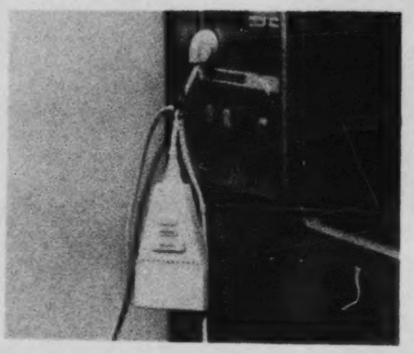


d. ______________________ e. ______________________

10. Identify items found in a typical hospital patient unit. Write the item name in the blank under the picture.

Footstool **Signal call button**

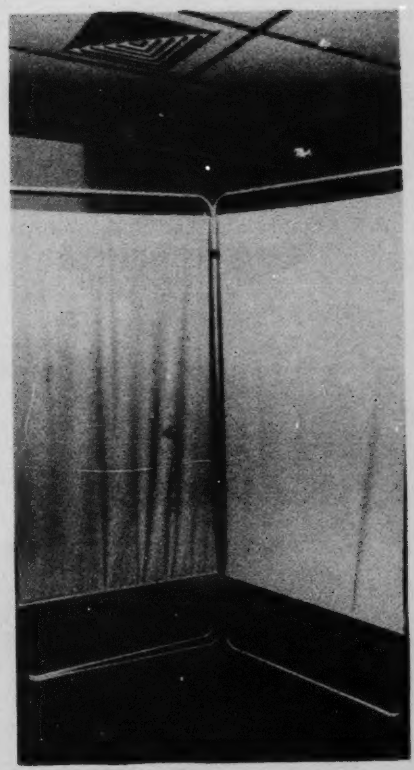




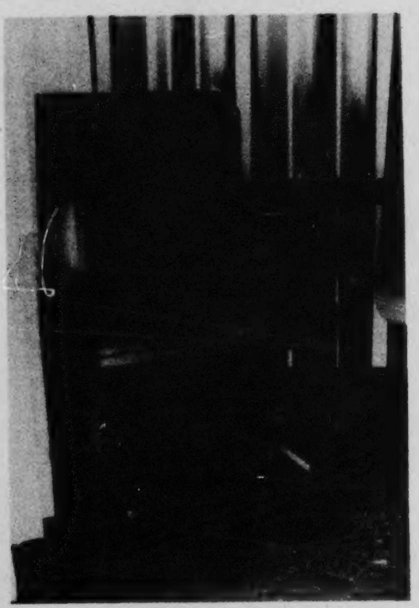
a. ______________________ b. ______________________

TEST

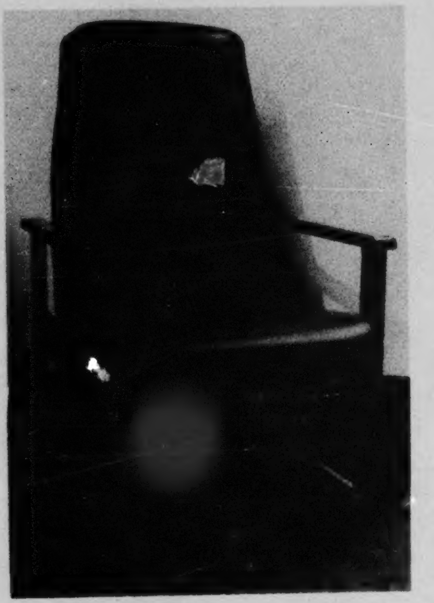
Screen curtain **Straight chair** **Armchair (lounge chair)**



c. ______________________________



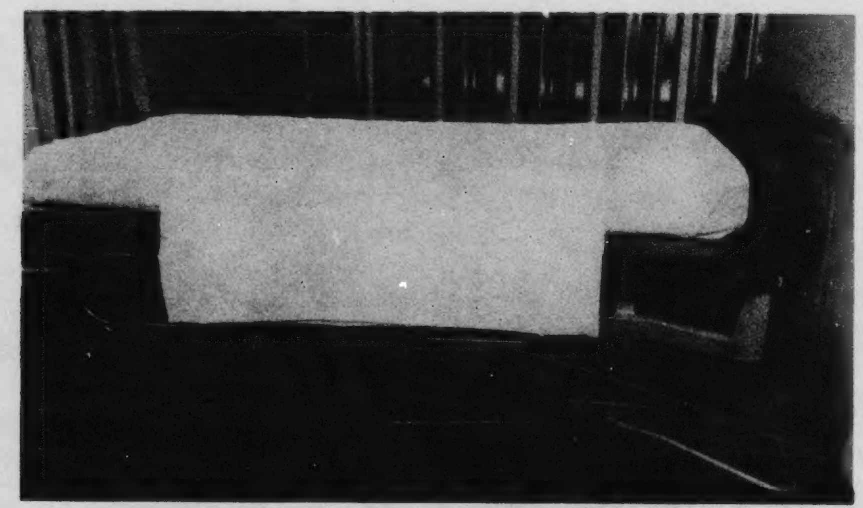
d. ______________________________



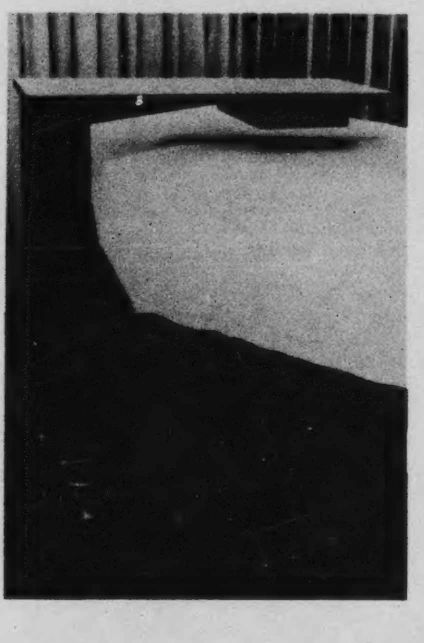
e. ______________________________

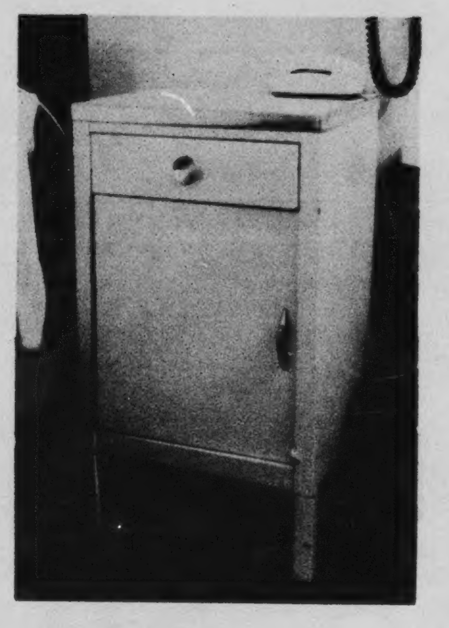
TEST

Overbed table Bedside stand Hospital bed



f. ______________________

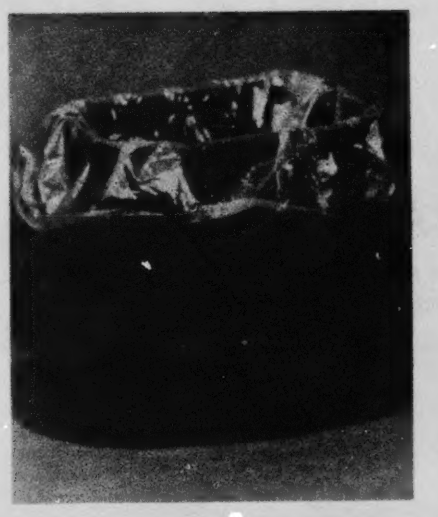


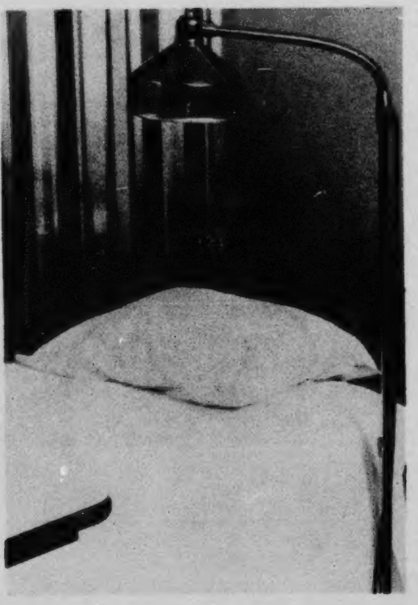


g. ______________________ h. ______________________

TEST

Patient's lamp **Wastebasket (lined)**





i. ______________________ j. ______________________

11. List three reasons for using a mitered corner on a bed.

a. ____

____

b. ____

____

c. ____

____

TEST

12. Match isolation color codes to their definitions. Write the correct numbers in the blanks.

_____a. *Protective* isolation; indicates extra protection from infection to patients of lowered resistance

_____b. *Wound* and *skin* precaution; indicates that infection can spread from one person to another

_____c. *Strict* isolation; indicates that every precaution must be taken

_____d. *Enteric* precaution; indicates infection of the intestinal tract

_____e. *Respiratory* isolation; indicates infection spread by direct contact or through the air

1. YELLOW SIGN
2. RED SIGN
3. BLUE SIGN
4. BROWN SIGN
5. GREEN SIGN

13. Distinguish between major isolation color codes and their precautions. Write the correct numbers in the blanks. (A blank may have more than one correct answer.)

_____a. Private room is necessary, and door must be kept closed

_____b. Gowns must be worn by all persons entering room

_____c. Masks must be worn by all persons entering room

_____d. Hands must be washed on entering and leaving room

_____e. Gloves must be worn by all persons entering room

1. Yellow sign (strict)
2. Red sign (respiratory)
3. Blue sign (protective)
4. Brown sign (enteric)
5. Green sign (wound and skin)

14. Select from the following list common isolation precaution techniques. Write an "X" in the blank before each correct answer.

_____a. Mitering corner of bed

_____b. Gowning to enter an isolation room

_____c. Double bagging

_____d. Emptying ashtrays into containers on supply cart

_____e. Gown removal

TEST

_____f. Handwashing in nurses' station

_____g. Gowning to enter visitors' waiting room

15. Select from the following lists reasons for double bagging. Complete each sentence by writing the correct word or words in the blank.

    a. ________________ items inside a strict isolation are considered contaminated.

        1. Most
        2. All
        3. Dirty

    b. The outside of a bag used inside an isolation is ________________.

        1. clean if not touched by patient
        2. clean if housekeeper wears gloves
        3. contaminated

    c. ________________ items cannot be carried unbagged outside the room.

        1. Heavy
        2. Contaminated
        3. Dirty

(NOTE: Test questions 16-19 are assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

16. Evaluate personal grooming habits.

17. Evaluate personal safety habits.

18. Read label information for hospital housekeeping aide's cleaning supplies.

19. Demonstrate the ability to

    a. Stock a supply cart.

    b. Make a mitered corner.

    c. Make an unoccupied hospital bed.

    d. Clean a patient's bathroom.

    e. Clean an occupied patient room.

    f. Clean a hospital room after patient is discharged.

    g. Clean a nurses' lounge.

    h. Perform typical isolation precaution steps.

    i. Use double bagging technique.

HOSPITAL CLEANING
UNIT II

ANSWERS TO TEST

1. a. Gives the impression of healthfulness and instills confidence in the hospital
   b. Makes patients and hospital employees feel better
   c. Reduces disease-causing germs and prevents cross contamination

2. a. 4
   b. 7
   c. 6
   d. 1
   e. 5
   f. 3
   g. 2
   h. 9
   i. 8
   j. 11
   k. 13
   l. 10
   m. 12

3. a, b, c, e, g, h, j, l, m, o

4. a. Daily
   b. Bathing
   c. After meals
   d. Often
   e. Daily
   f. Often
   g. As often as necessary
   h. Should not be worn while on duty
   i. Approved by supervisor

5. a, c, d, f, i, j, k, m, o, p, q, s, t, v, w, x

6. a. Do
   b. Do
   c. Don't
   d. Don't
   e. Do
   f. Don't
   g. Don't
   h. Don't
   i. Do
   j. Don't
   k. Don't
   l. Do
   m. Don't
   n. Do
   o. Do
   p. Don't
   q. Don't
   r. Don't
   s. Don't

ANSWERS TO TEST

7. a. 2
   b. 7
   c. 4
   d. 1
   e. 6
   f. 3
   g. 5
   h. 9
   i. 8
   j. 10
   k. 14
   l. 11
   m. 13
   n. 12

8. a. Hand duster
   b. Hand pail
   c. Supply cart
   d. Rubber gloves
   e. Ounce pump dispenser
   f. Cleaning cloths
   g. Hand mirror
   h. Putty knife
   i. Dustpan
   j. Vacuum
   k. Wet mop
   l. Dust mop
   m. Mop bucket/wringer
   n. Counter brush
   o. Toilet bowl mop

9. a. Bedpan
   b. Washbasin
   c. Soap dish
   d. Emesis basin
   e. Urinal

10. a. Footstool
    b. Signal call button
    c. Screen curtain
    d. Straight chair
    e. Armchair (lounge chair)
    f. Hospital bed
    g. Overbed table
    h. Bedside stand
    i. Wastebasket (lined)
    j. Patient's lamp

ANSWERS TO TEST

11. a. Improves looks (appearance)
    b. Helps keep bed covers in place
    c. Prevents bulkiness at corners
    d. Provides uniformity for making a bed

12. a. 3
    b. 5
    c. 1
    d. 4
    e. 2

13. a. 1, 2, 3,
    b. 1, 3, 4
    c. 1, 2, 3
    d. 1, 2, 3, 4, 5
    e. 1, 3, 4

14. b, c, e

15. a. 2 (All)
    b. 3 (Contaminated)
    c. 2 (Contaminated)

16. Evaluated to the satisfaction of the instructor
17. Evaluated to the satisfaction of the instructor
18. Evaluated to the satisfaction of the instructor
19. Performance skills evaluated to the satisfaction of the instructor

RESILIENT FLOOR CARE
UNIT III

UNIT OBJECTIVE

After completing this unit, the student should be able to identify and safely clean resilient floor coverings commonly found in homes and commercial buildings. The student should also be able to identify common floor care problems and relate solutions to these problems. This knowledge will be shown by completing assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Select from a list reasons for proper resilient floor care.
2. Match terms used in resilient floor care to their correct definitions.
3. Match floor care problem terms to their correct definitions.
4. State safety rules as they apply to floor cleaning and care.
5. Identify equipment used to clean resilient floor coverings.
6. Match resilient floor cleaning equipment to the correct uses.
7. Match supplies used in resilient floor care to their correct definitions.
8. Match floor care problems to their causes and solutions.
9. Complete safety statements.
10. Read label information for cleaning supplies used to clean resilient floor coverings.
11. Demonstrate the ability to
    a. Mix cleaning solutions following manufacturer's directions and observing safety rules.
    b. Treat dust mop heads.
    c. Retreat used dust mop heads.
    d. Dust mop a floor using the push method.
    e. Spot clean and police a resilient tile covered floor.
    f. Wet mop a resilient tile covered floor.

OBJECTIVE SHEET

g. Deep scrub a resilient tile covered floor and recoat with finish.

h. Strip and refinish a resilient tile covered floor using non-buffable hard finish.

i. Spray buff a resilient tile covered floor.

RESILIENT FLOOR CARE
UNIT III

SUGGESTED ACTIVITIES

I. Suggested activities

   A. Order materials planned to supplement unit.

   B. Make transparency.

   C. Provide students with objective sheet.

   D. Provide students with information and assignment sheets.

   E. Discuss unit and specific objectives.

   F. Discuss information and assignment sheets.

   G. Demonstrate and discuss procedures outlined in job sheets.

   H. Discuss samples of resilient tile.

   (NOTE: Show samples where possible.)

   I. To assist students in completing Assignment Sheet #3, show them tile samples and explain differences between physical properties and care procedures of each type.

   EXAMPLES:

   1. Rubber tile--Composed of natural or synthetic rubber, inert materials, and colored mineral pigments

   2. Asphalt tile--A mixture of asbestos fibers, limerock, inert fillers, and colored pigments with asphalt or resin binders

   3. Vinyl and vinyl asbestos tile--A compound of inert, non-flammable, odorless, non-toxic resins having a thermoplastic quality; vinyl-type resins are used as a binder

   4. Linoleum--A mixture of linseed oil, resins, and ground cork pressed upon a burlap backing, or a mixture of wood fibers, linseed oil, and resins attached to a felt backing

   J. Use transparency to explain format used to write label information for cleaning supplies.

   K. Provide students with product containers or copies of cleaning product labels when doing Assignment Sheet #6.

   L. Give test.

SUGGESTED ACTIVITIES

II. Instructional materials

- A. Objective sheet
- B. Suggested activities
- C. Information sheet
- D. Transparency master: TM #1--Label Information
- E. Assignment sheets
  1. Assignment Sheet #1--Match Terms Used in Resilient Floor Care to Their Definitions
  2. Assignment Sheet #2--Match Floor Care Problems to Their Definitions
  3. Assignment Sheet #3--Match Types of Resilient Floor Coverings to Their Definitions
  4. Assignment Sheet #4--Complete Safety Statements
  5. Assignment Sheet #5--Identify Equipment Used to Clean Resilient Floor Coverings
  6. Assignment Sheet #6--Read Label Information for Cleaning Supplies Used to Clean Resilient Floor Coverings
  7. Assignment Sheet #7--Match Floor Care Problems to Their Causes and Solutions
- F. Answers to assignment sheets
- G. Job sheets
  1. Job Sheet #1--Mix Cleaning Solutions Following Manufacturer's Directions and Observing Safety Rules
  2. Job Sheet #2--Treat Dust Mop Heads
  3. Job Sheet #3--Retreat Used Dust Mop Heads
  4. Job Sheet #4--Dust Mop a Floor Using the Push Method
  5. Job Sheet #5--Spot Clean and Police a Resilient Tile Covered Floor
  6. Job Sheet #6--Wet Mop a Resilient Tile Covered Floor
  7. Job Sheet #7--Deep Scrub a Resilient Tile Covered Floor and Recoat with Finish

SUGGESTED ACTIVITIES

8. Job Sheet #8--Strip and Refinish a Resilient Tile Covered Floor Using Non-Buffable Hard Finish

9. Job Sheet #9--Spray Buff a Resilient Tile Covered Floor

H. Test

I. Answers to test

III. Unit references

A. *Floor Care and Maintenance. Series S-3.* Washington, D.C.: U.S. Government Printing Office, 1969.

B. *Johnson Modern Maintenance Handbook.* Racine, Wisconsin: S.C. Johnson & Sons, Inc., 1974.

RESILIENT FLOOR CARE
UNIT III

INFORMATION SHEET

I. Reasons for proper resilient floor care

  A. A properly maintained floor is safer than an improperly maintained floor

  B. Proper maintenance lengthens life of floor

  C. The largest single maintenance expense of a building may be the floor

  D. One of the first items noticed by a visitor is the floor

  (NOTE: A clean floor may not be noticed, but an unkept one will be.)

  E. Condition of floor may reflect company's standards

II. Terms and definitions (Assignment Sheet #1)

  A. Accessory equipment (ac/CES/so/ry e/QUIP/ment)--Extra parts such as floor pick-up tool, pad holder, or scrubbing pad that may be attached to basic equipment

  B. Damp mopping (damp MOP/ping)--Process of removing surface dust with thoroughly wrung out mop and cool water with no cleaning agent

  C. Drip mat (DRIP/mat)--A mat placed under cleaning solution containers to catch spills and drops

  D. Equipment (e/QUIP/ment)--Special tools used to perform a cleaning or repair job

  E. Flammable (FLAM/ma/ble)--Easily set on fire and burns fast

  F. Police (PO/lice)--To keep an area clean and orderly

  G. Resilient (re/SIL/ient)--A soft floor cover that springs back to its original shape after light denting

  H. Solutions (so/LU/tions)--The mixing together of one or more substances in a liquid

  EXAMPLE: Salt + water = salt water

  I. Spot mopping (spot MOP/ping)--Process of mopping up spills using a damp mop

  J. Spray buffing (spray BUF/fing)--Process of polishing a floor using a floor buffer and spraying a light mist of floor finish; floor is buffed until dry and shine has returned

  K. Stripping (STRIP/ping)--Process of using strong chemical agent (stripper) and hand or machine scrubbing to remove old finish and sealer

INFORMATION SHEET

L. Supplies (sup/PLIES)--Items such as soaps, rags, and paper towels that are used up and must be replaced

M. Wet mopping (wet MOP/ping)--Process which uses a cleaning agent to remove surface soil that has formed on the floor

III. Floor care problem terms (Assignment Sheet #2)

A. Bleeding--Tile surface has been removed and base material shows through the surface color; adhesive may seep to surface

B. Buildup--Area where too much finish has accumulated over a period of time

C. Feathering--Tapering the edges where new finish meets old finish to prevent an uneven condition

D. Gloss--Ability of finish surface to reflect light and images

E. Streaking--Lines or smears in finish that has been applied to floor too thinly or unevenly

F. Tackiness--Floor surface is sticky because finish material has not cured out; problem is usually caused by applying finish coats too heavily

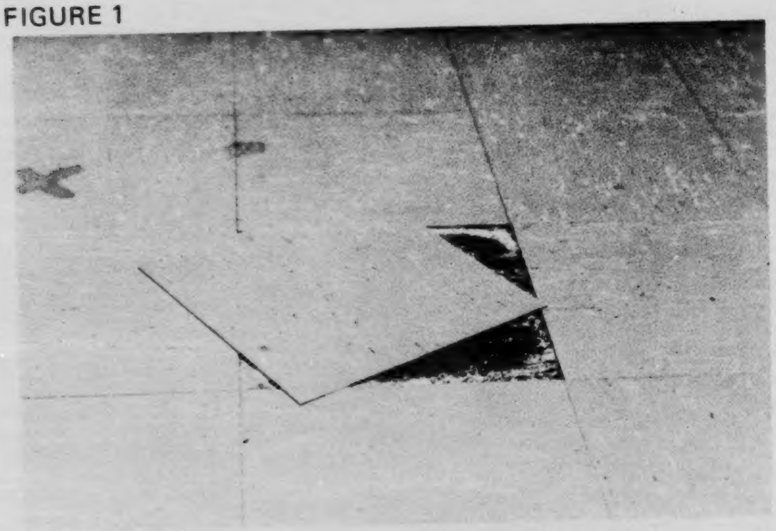
G. Yellowing--Finish has turned yellow or straw-colored

IV. Safety rules as they apply to floor cleaning and care (Assignment Sheet #4)

A. To prevent slips and falls

1. Report loose or broken tiles to supervisor (Figure 1)

FIGURE 1

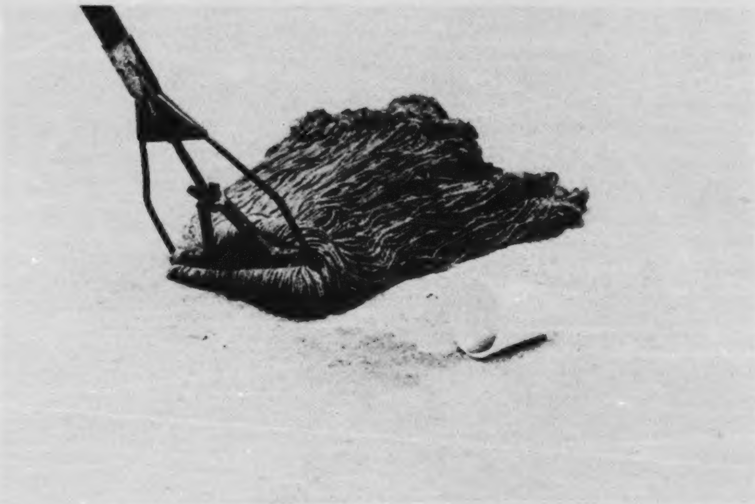


INFORMATION SHEET

2. Wipe up all spills immediately (Figure 2)

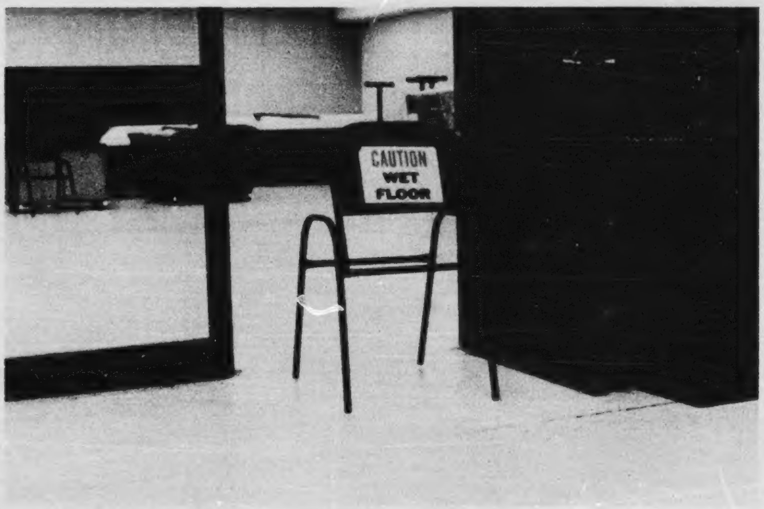
   (NOTE: Cleaning chemicals may damage floor if not wiped up immediately.)

FIGURE 2



3. Set out wet floor signs to warn others of a wet or slippery floor (Figure 3)

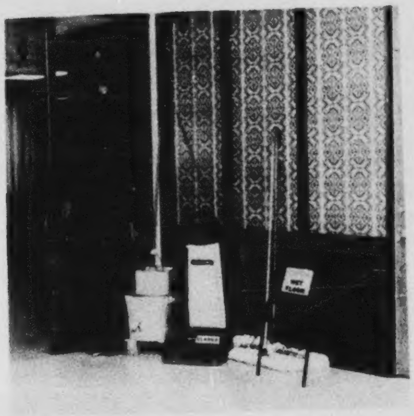
FIGURE 3



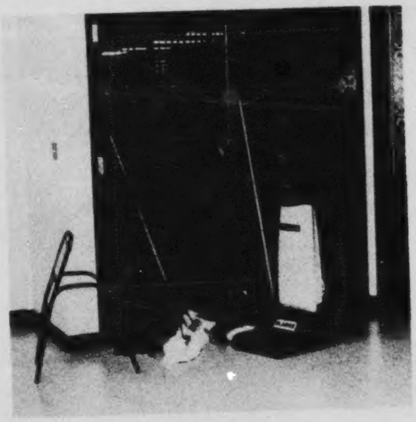
INFORMATION SHEET

4. Keep doorways and halls clear of mops, pails, brooms, or equipment so that people won't trip over them (Figure 4)

FIGURE 4



Right

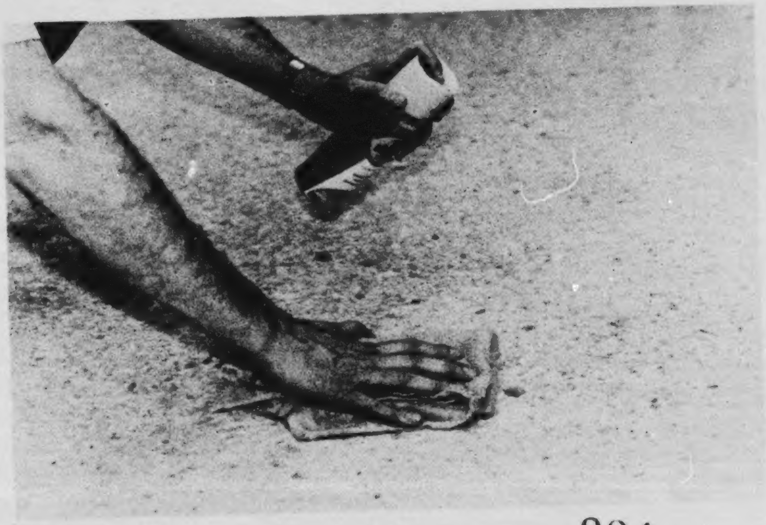


Wrong

5. Do not use on floor polish or wax designed for other purposes (Figure 5)

EXAMPLES: Spray furniture polish, automotive wax

FIGURE 5

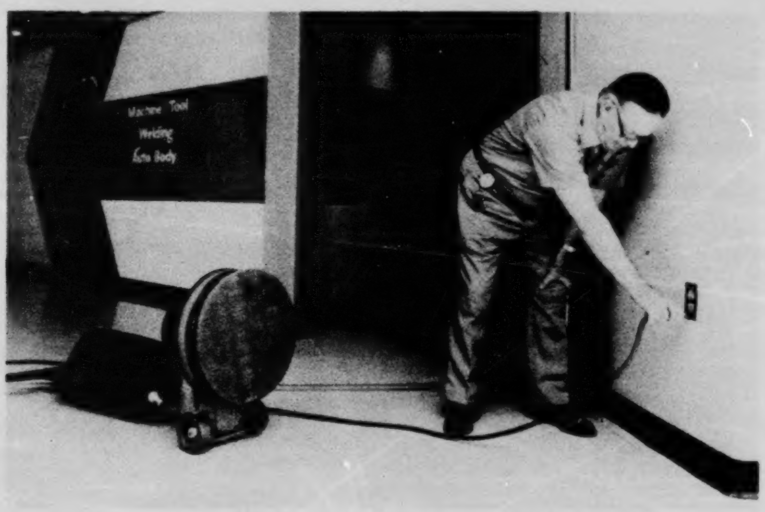


INFORMATION SHEET

B. To prevent injury or irritation to fingers and hands

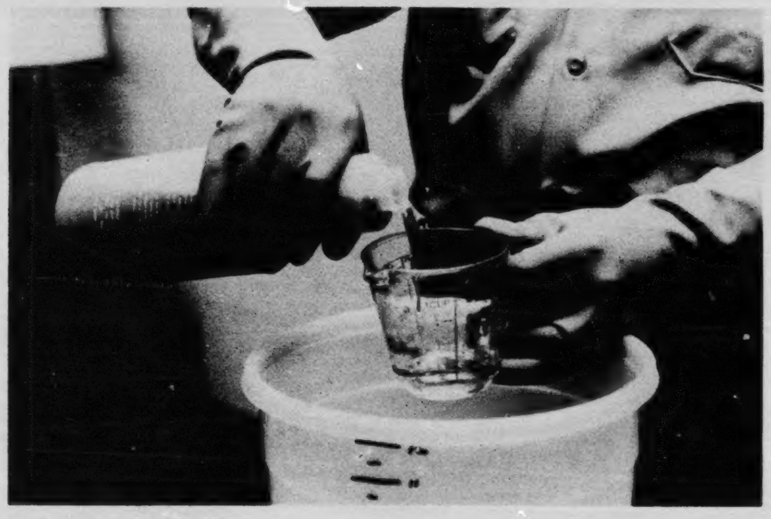
1. Turn off and unplug electrical equipment before adjusting or changing accessories (Figure 6)

FIGURE 6


Machine Tool
Welding
Auto Body

2. Wear rubber gloves when mixing cleaning solutions (Figure 7)

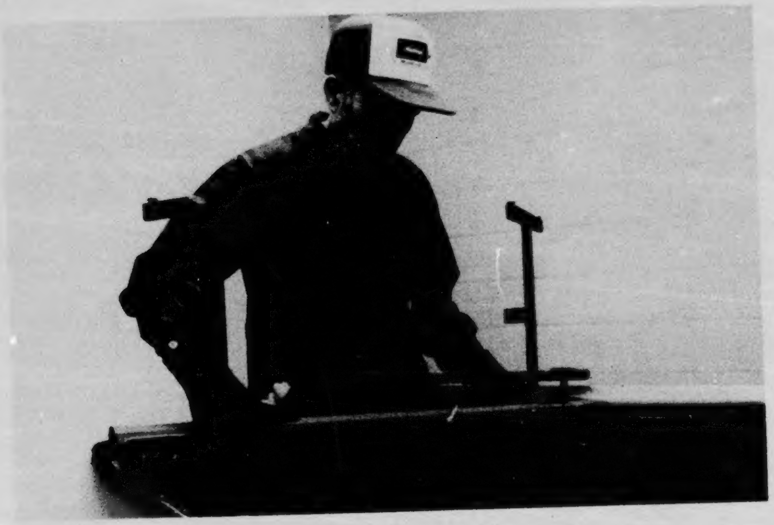
FIGURE 7



INFORMATION SHEET

3. Wear protective gloves when handling objects with rough or sharp edges (Figure 8)

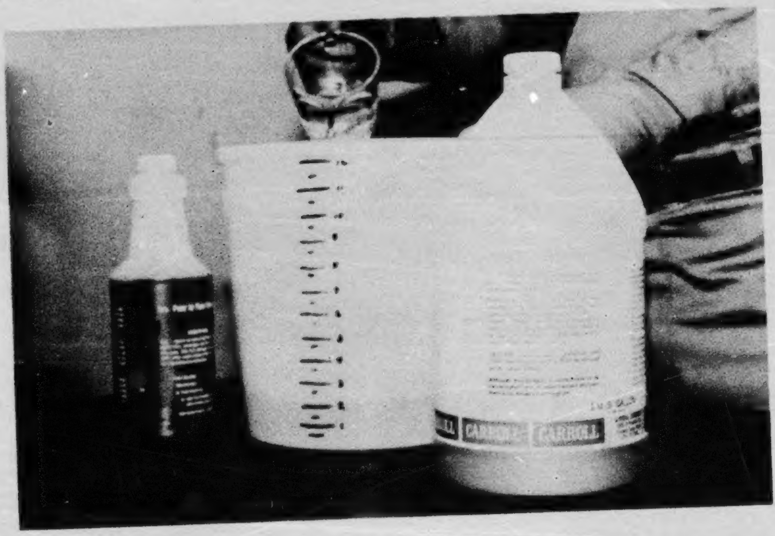
FIGURE 8



4. Follow manufacturer's directions for proper use of equipment and mixing of chemicals (Figure 9)

   (NOTE: Check with supervisor when in doubt.)

FIGURE 9



INFORMATION SHEET

C. To prevent back strain or injury when lifting

1. Lift with your legs, not your back (Figures 10, 11, and 12)

FIGURE 10

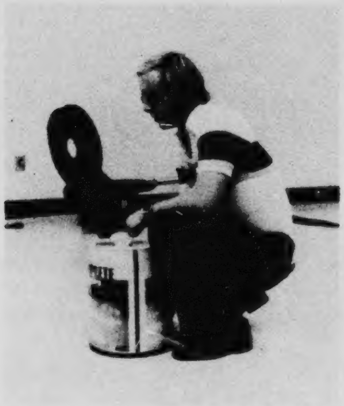


FIGURE 11

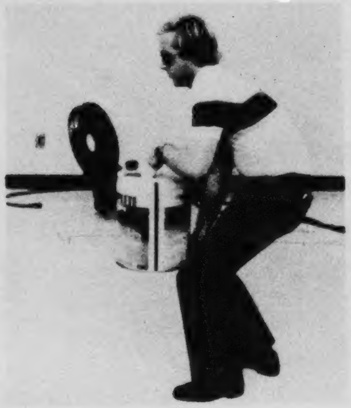
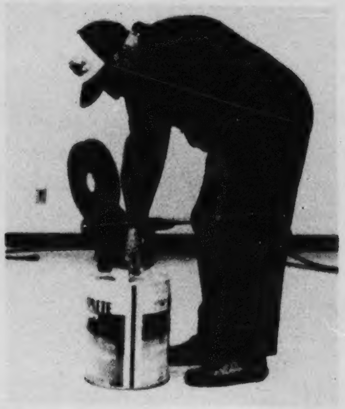


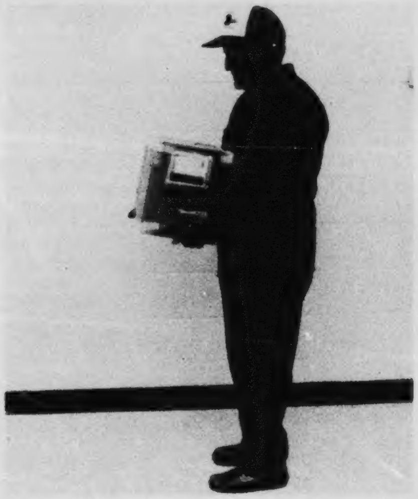
FIGURE 12



Wrong

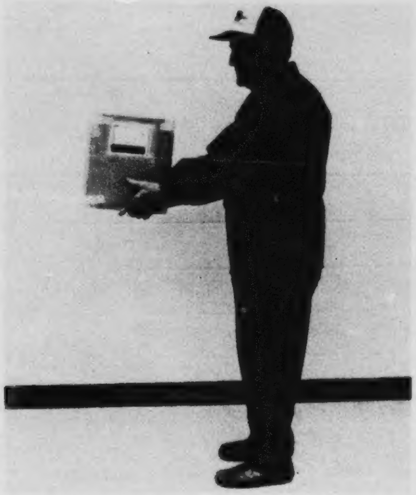
2. Stand close to object; do not reach too far (Figures 13 and 14)

FIGURE 13



Right

FIGURE 14

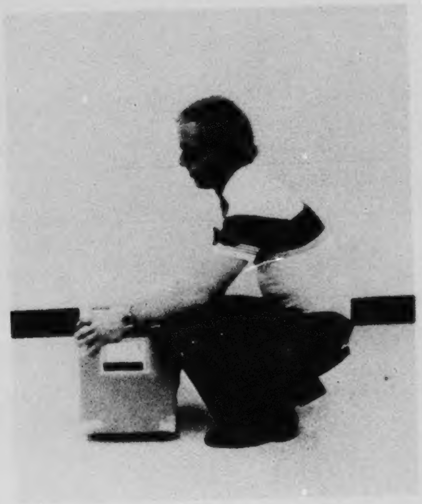


Wrong

INFORMATION SHEET

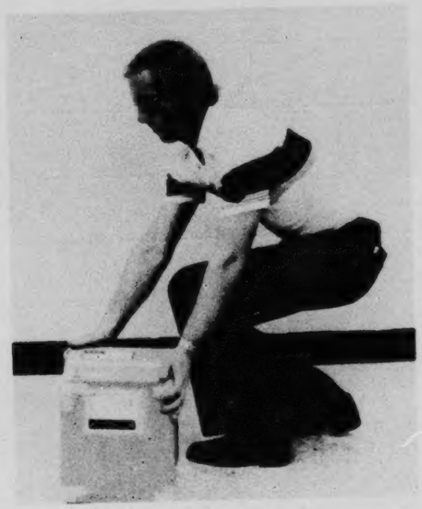
3. Stand facing object; do not lift to one side (Figures 15 and 16)

FIGURE 15



Right

FIGURE 16



Wrong

4. Move complete body; do not twist with load (Figures 17 and 18)

FIGURE 17

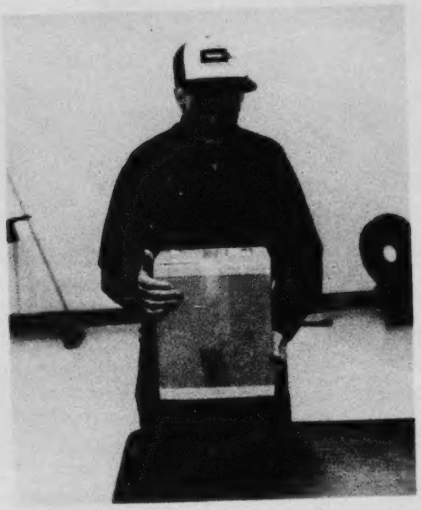


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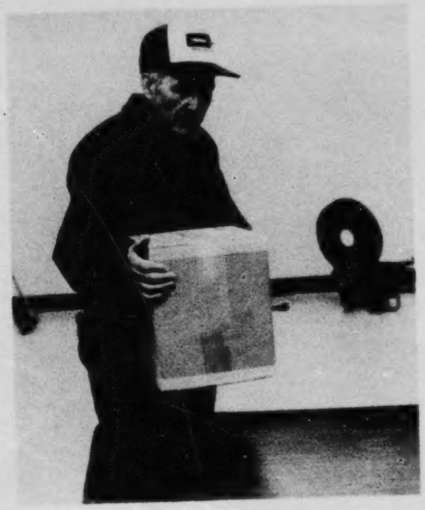
FIGURE 18

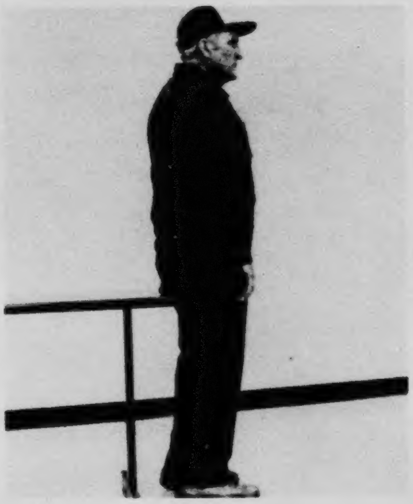


Wrong

INFORMATION SHEET

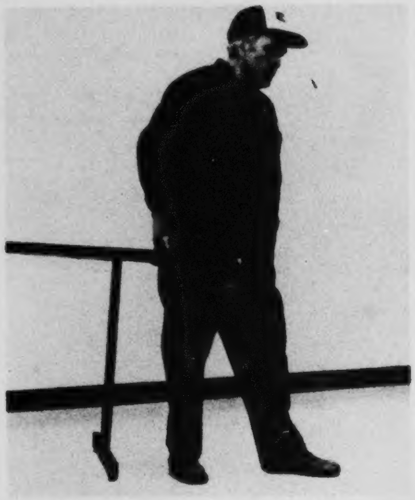
5. Stop walking to shift load; do not shift load when off balance (Figures 19 and 20)

FIGURE 19



Right

FIGURE 20



Wrong

6. Do not attempt to lift heavy objects alone; use hand truck or ask for help (Figures 21 and 22)

FIGURE 21

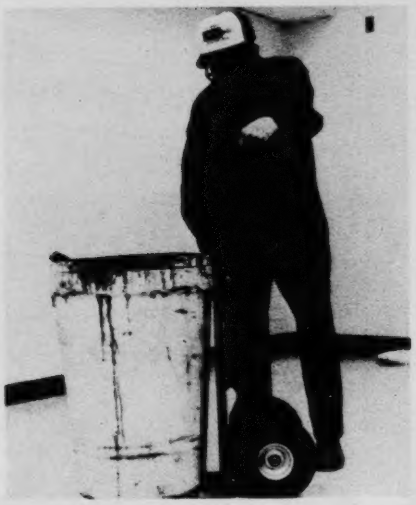


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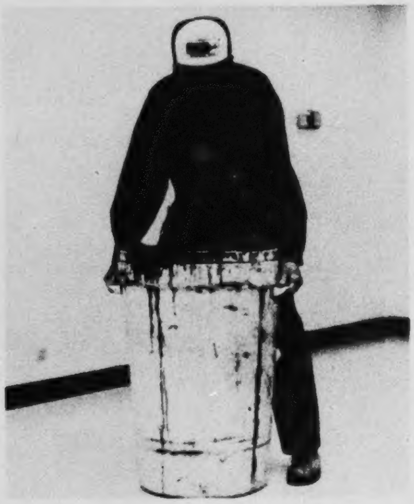
FIGURE 22



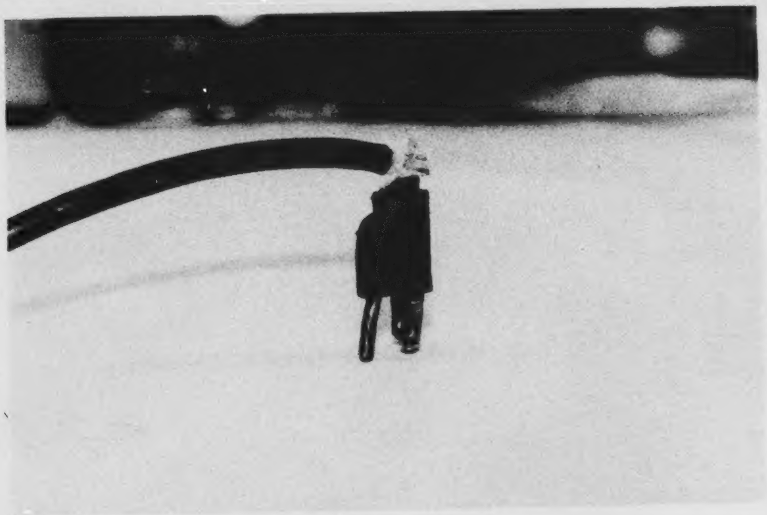
Wrong

INFORMATION SHEET

D. To prevent fires

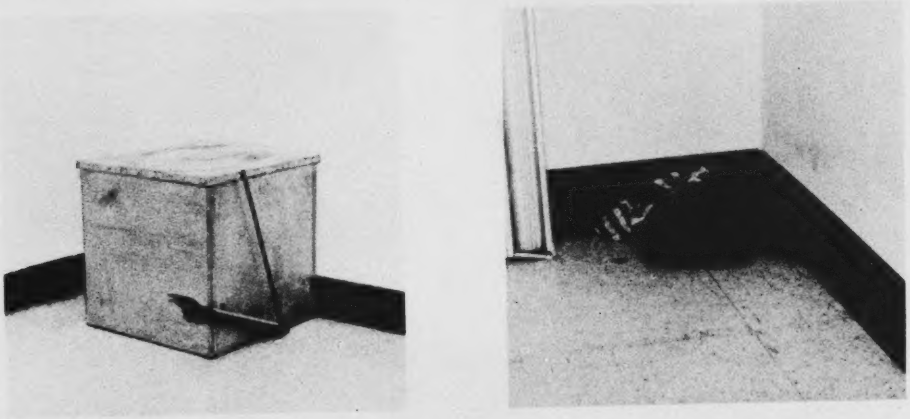
1. Report or replace frayed or faulty electrical cords and electrical equipment (Figure 23)

FIGURE 23



2. Store soiled, oil-treated dust mop heads or oily rags in a closed metal can (Figure 24)

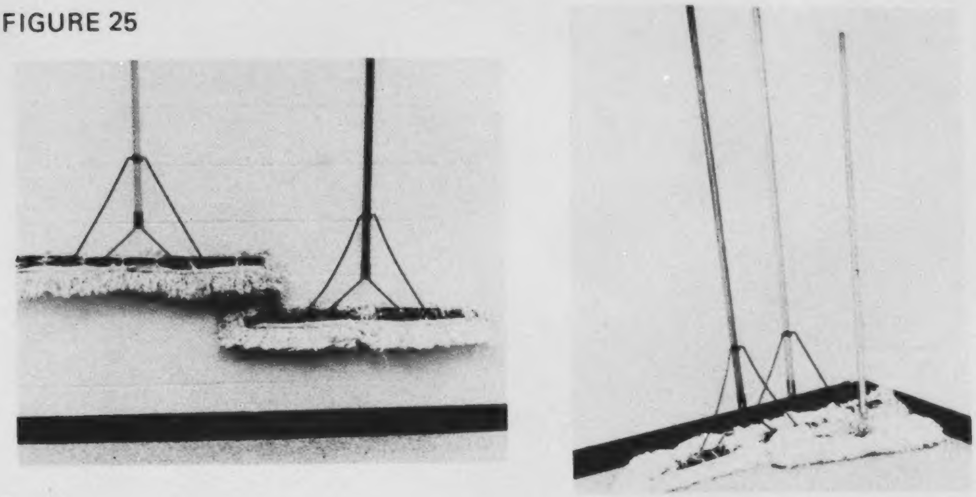
FIGURE 24



INFORMATION SHEET

3. Hang up clean dust mops in a well-ventilated area (Figure 25)

FIGURE 25

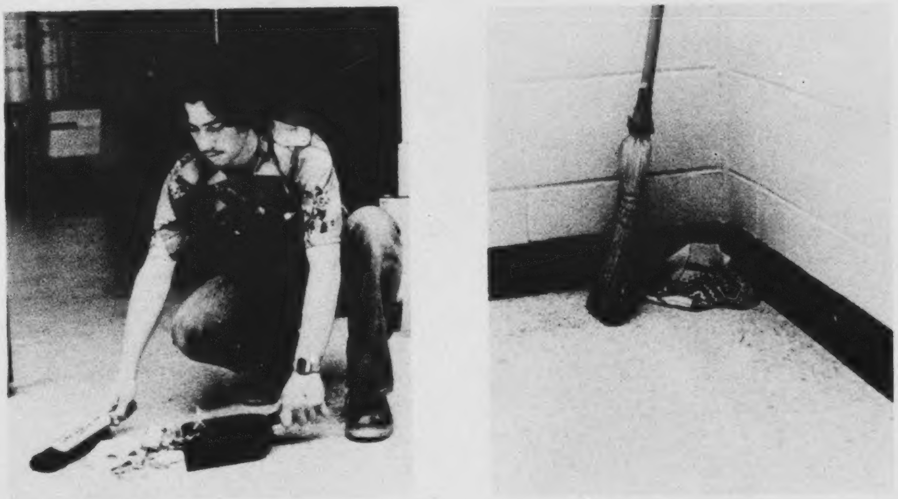


Right

Wrong

4. Remove trash and floor sweepings (Figure 26)

FIGURE 26



Right

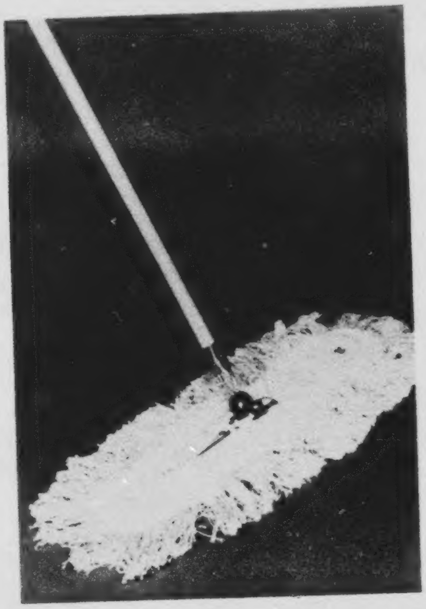
Wrong

INFORMATION SHEET

V. Equipment used to clean resilient floor coverings (Assignment Sheet #5, Figures 27-42)

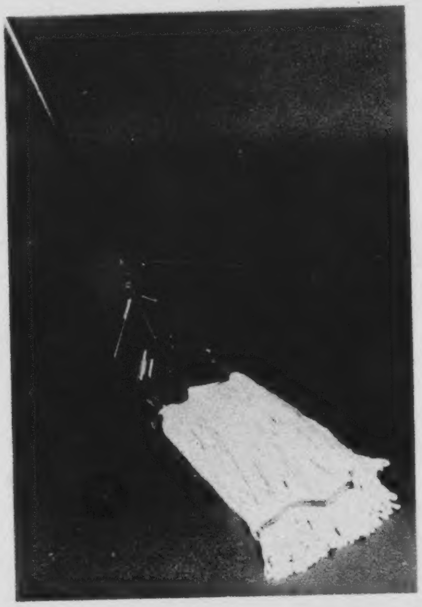
A. Treated dust mop

FIGURE 27



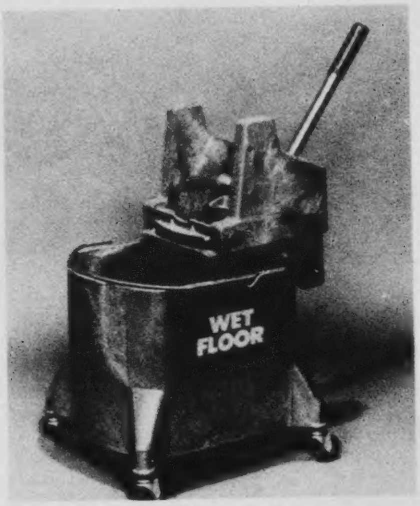
B. Wet mop

FIGURE 28



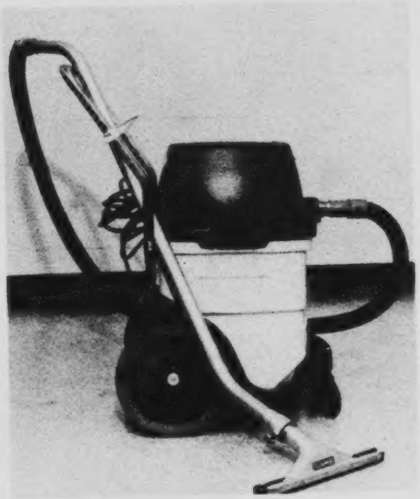
C. Mop bucket/wringer

FIGURE 29



D. Wet pick-up vacuum

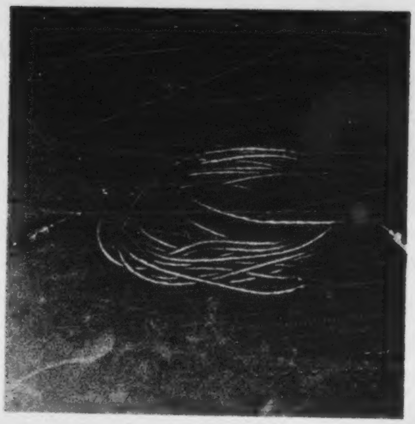
FIGURE 30



INFORMATION SHEET

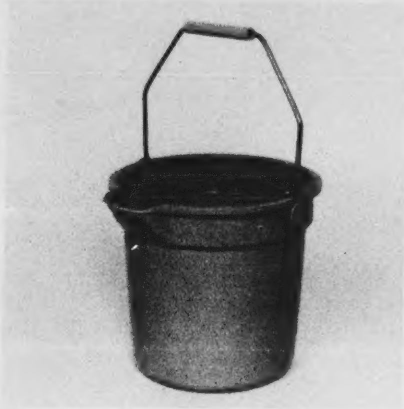
E. Electrical extension cord

FIGURE 31



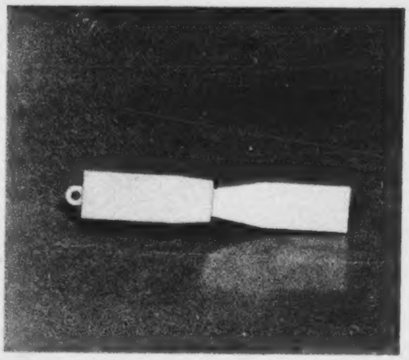
F. Graduated pail

FIGURE 32



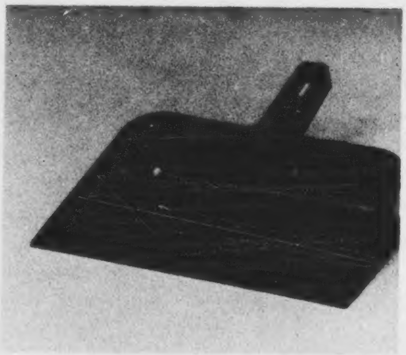
G. Putty knife

FIGURE 33



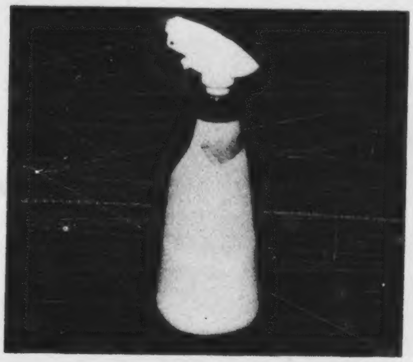
H. Dustpan

FIGURE 34



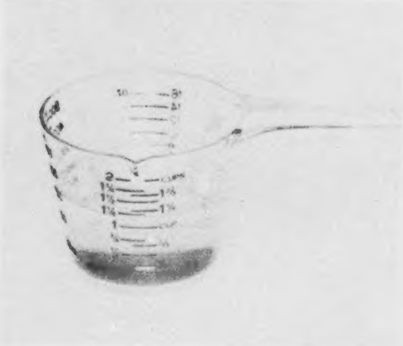
I. Spray bottle

FIGURE 35



J. Measuring cup

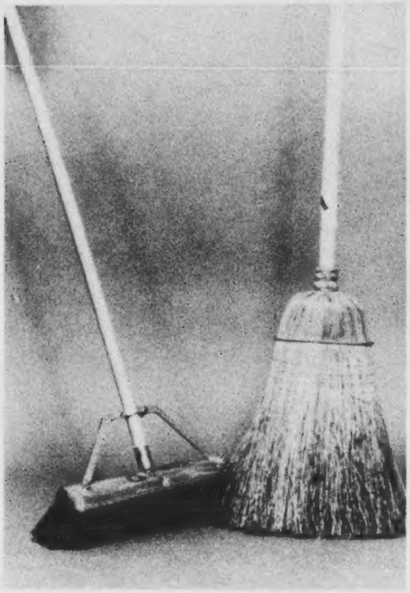
FIGURE 36



INFORMATION SHEET

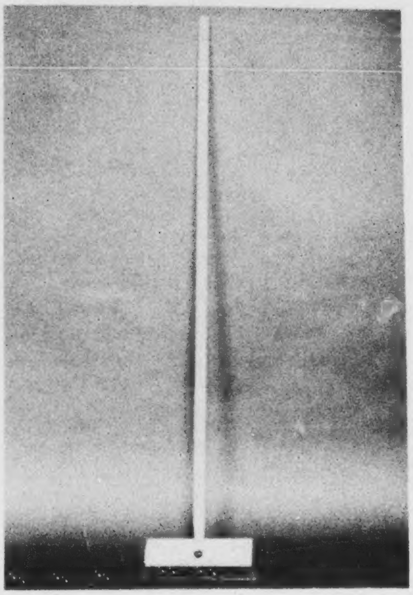
K. Brooms

FIGURE 37



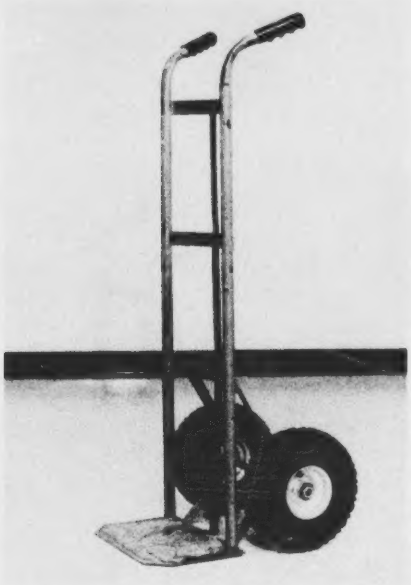
L. Deck brush

FIGURE 38



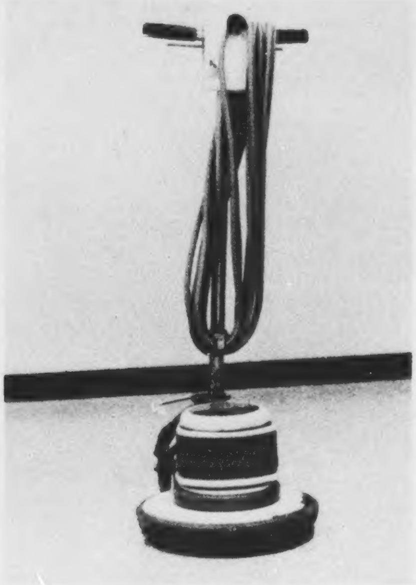
M. Hand truck

FIGURE 39



N. Floor machine (buffer)

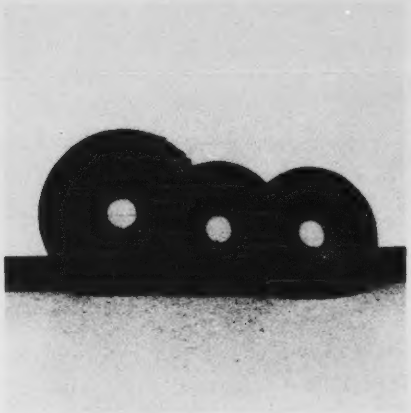
FIGURE 40



INFORMATION SHEET

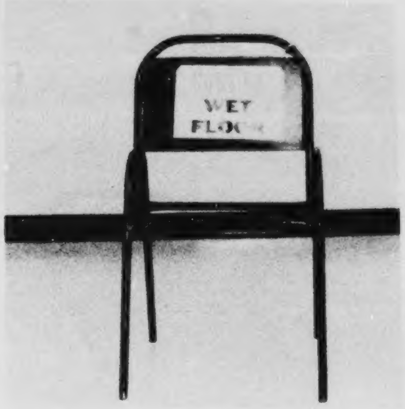
O. Floor machine pads

FIGURE 41



P. Wet floor sign

FIGURE 42



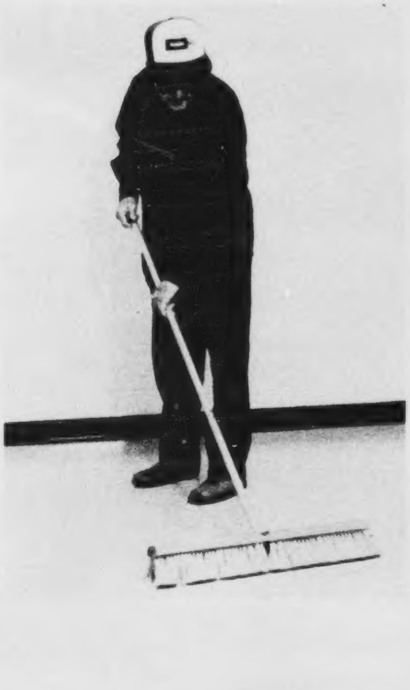
VI. Resilient floor cleaning equipment and uses (Figures 43-56)

A. Daily maintenance

1. Broom--Used to gather floor sweepings (Figure 43)

EXAMPLE:

FIGURE 43

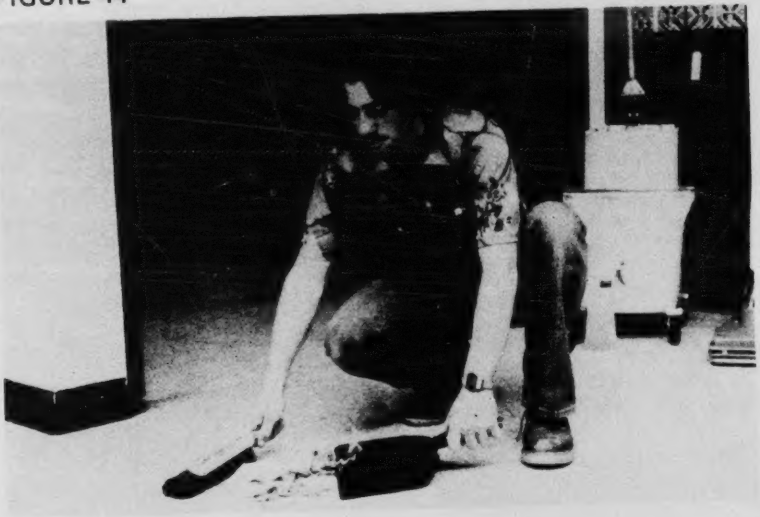


INFORMATION SHEET

2. Dustpan--Used to pick up floor sweepings and dry spills (Figure 44)

EXAMPLE:

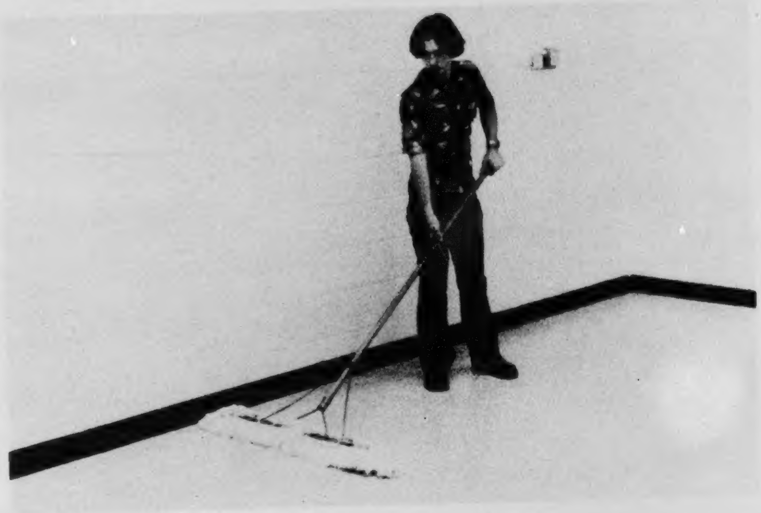
FIGURE 44



3. Treated dust mop--Used to remove surface dust and trash (Figure 45)

EXAMPLE:

FIGURE 45

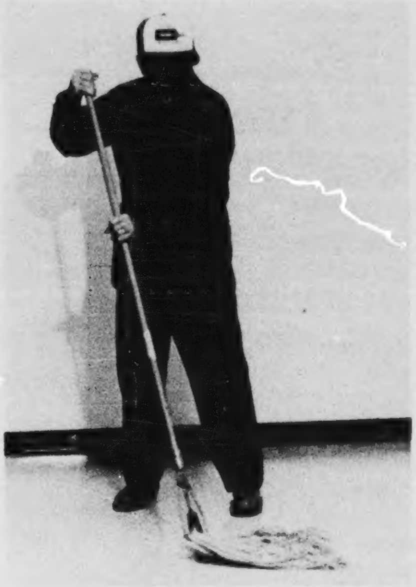


INFORMATION SHEET

4. Wet mop--Used to apply water or solution to clean a floor and to remove wet spills (Figure 46)

   EXAMPLE:

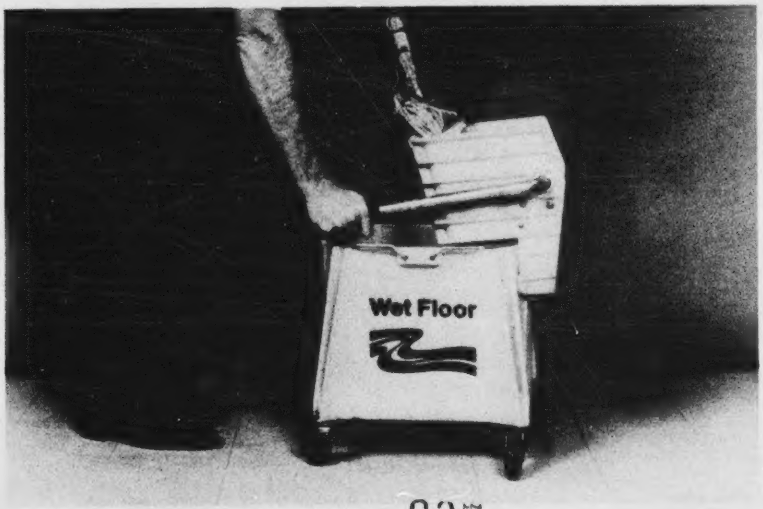
FIGURE 46



5. Mop bucket/wringer--Used to hold solutions and finishes for wet mopping and to control amount of wetness (Figure 47)

   EXAMPLE:

FIGURE 47

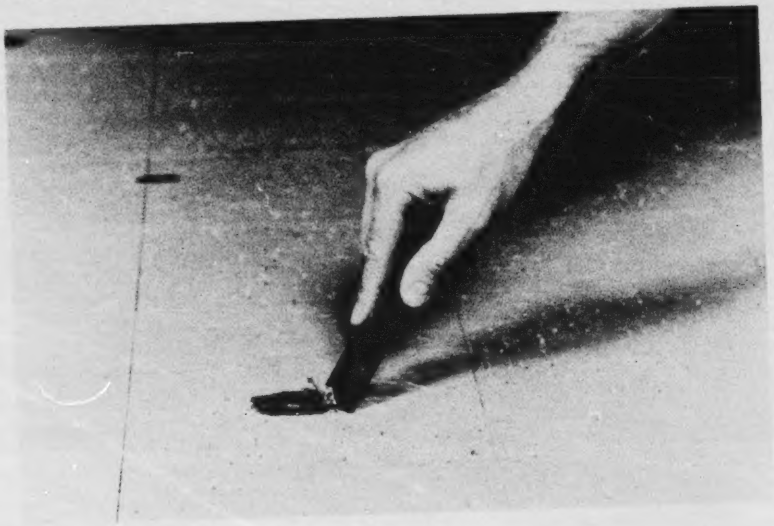


INFORMATION SHEET

6. Putty knife--Used for removing tar, gum, and similar substances from floor (Figure 48)

EXAMPLE:

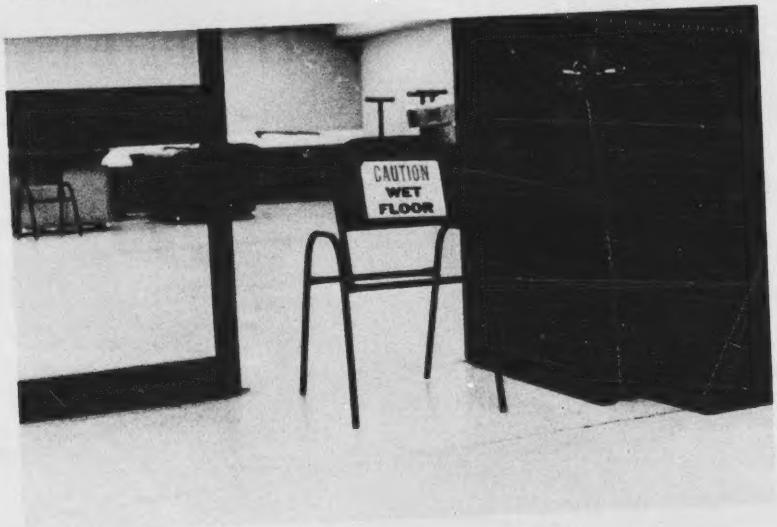
FIGURE 48



7. Wet floor signs--Used to warn of danger (Figure 49)

EXAMPLE:

FIGURE 49

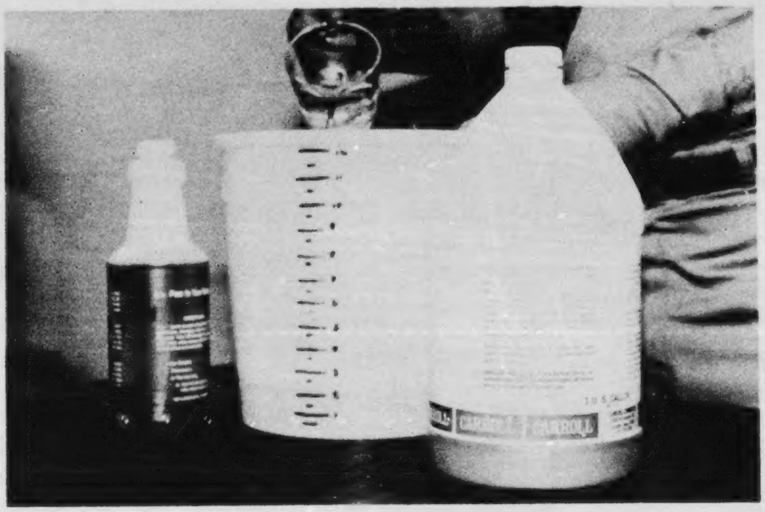


INFORMATION SHEET

8. Graduated pail--Used for measuring, mixing, and transporting solutions (Figure 50)

   EXAMPLE:

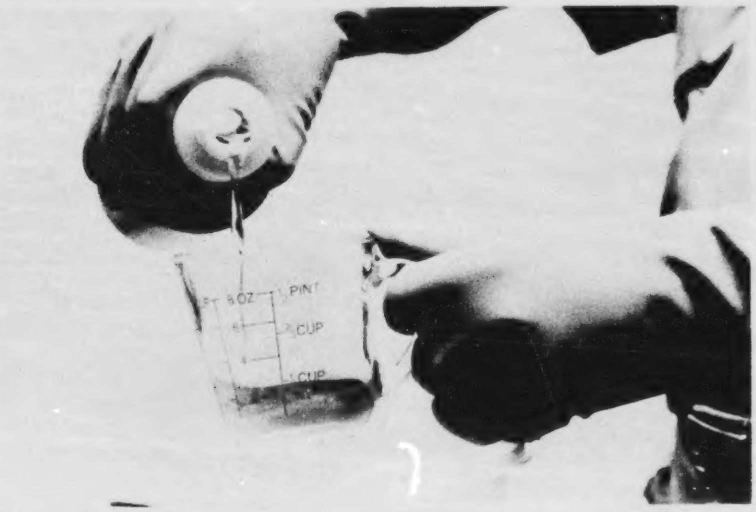
FIGURE 50



9. Measuring cup--Used to measure solutions (Figure 51)

   EXAMPLE:

FIGURE 51



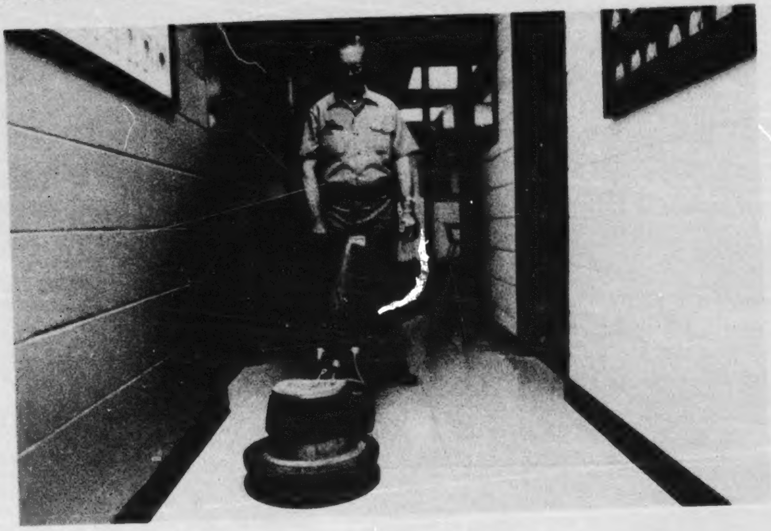
INFORMATION SHEET

B. Additional equipment needed for occasional and heavy-duty cleaning or refinishing

   1. Floor machine (buffer) with pad holder--Used to scrub, strip, and polish floors (Figure 52)

      EXAMPLE:

FIGURE 52



INFORMATION SHEET

2. Floor machine pads--Used with a floor machine to polish (white), spray buff (red), scrub (green), or strip (black) (Figures 53 and 54)
   a. White for polishing
   b. Red for spray buffing
   c. Green for scrubbing
   d. Black for stripping

   EXAMPLE:

FIGURE 53

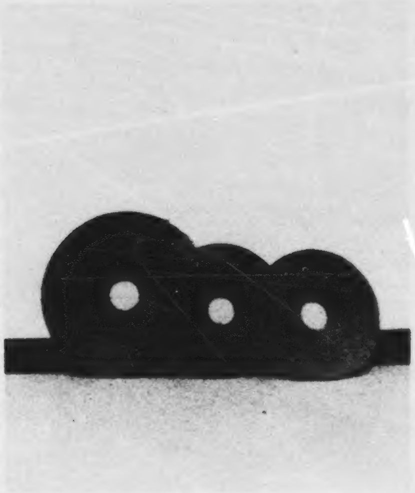
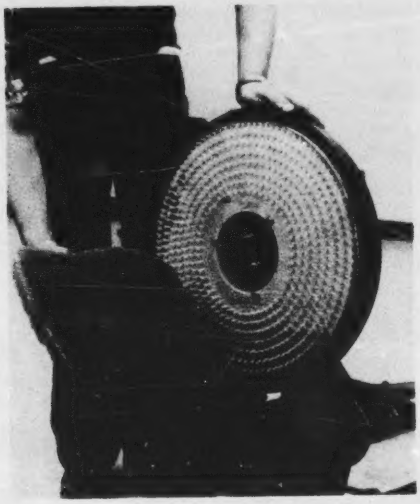


FIGURE 54



INFORMATION SHEET

3. Wet mops--Used to apply and pick up solution, rinse, and finish (Figure 55)
   a. One for solution
   b. One for rinse
   c. One for finish

   EXAMPLE:

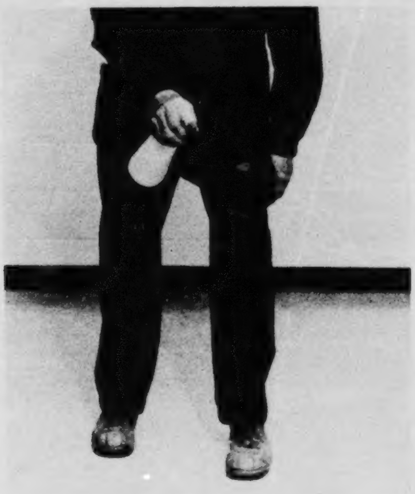
FIGURE 55

INFORMATION SHEET

4. Spray bottle--Used to apply finish mist for spray buffing (Figure 56)

EXAMPLE:

FIGURE 56

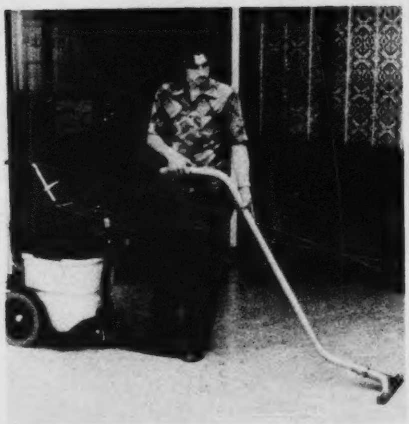


5. Wet pick-up vacuum--Used to pick up solutions and rinses during heavy scrubbing and stripping (Figure 57)

(NOTE: The wet pick-up vacuum can be used for emergency spills.)

EXAMPLE:

FIGURE 57



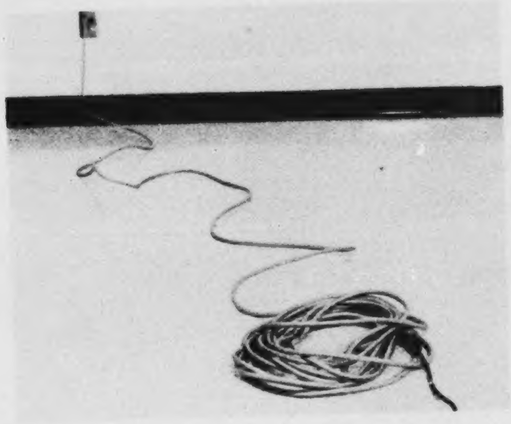
INFORMATION SHEET

6. Electrical extension cord--Used to extend electricity to areas where equipment cords would be too short (Figure 58)

   (CAUTION: THE CORD WIRE SHOULD BE HEAVY ENOUGH TO HANDLE ELECTRICAL AMPERE LOAD; CHECK WITH INSTRUCTOR.)

   EXAMPLE:

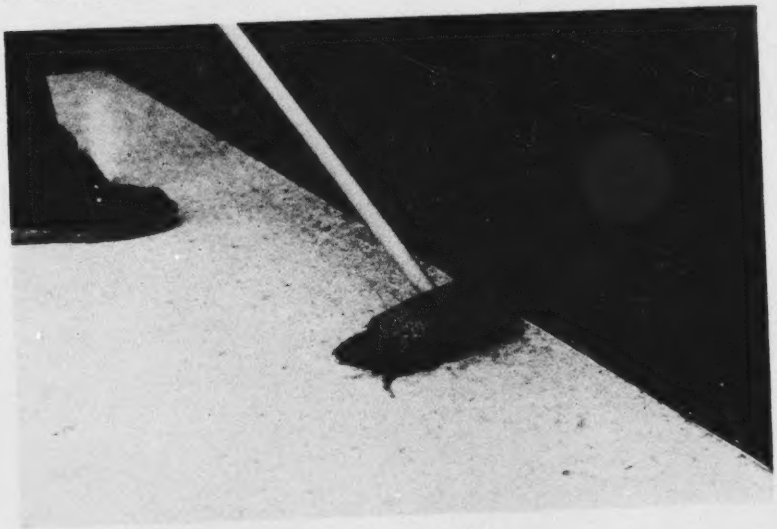
FIGURE 58



7. Deck brush--Used for hand scrubbing edges, corners, and other hard-to-reach areas (Figure 59)

   EXAMPLE:

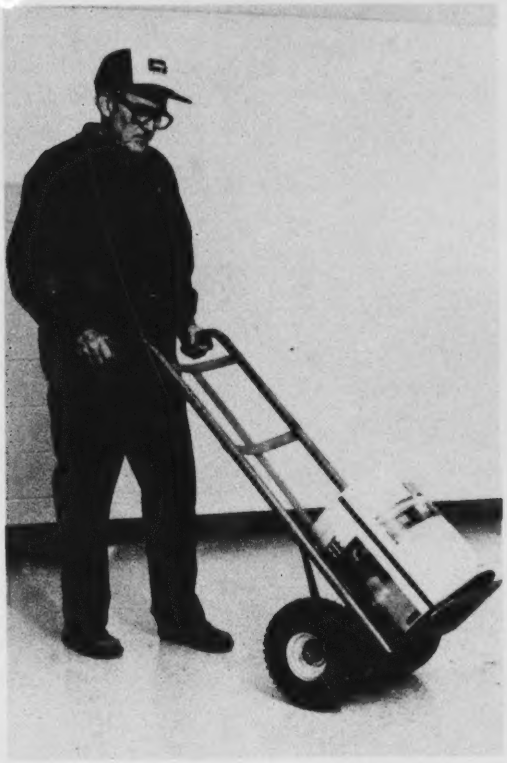
FIGURE 59



INFORMATION SHEET

8. Hand truck--Used to move objects that are too heavy to be moved by hand (Figure 60)

FIGURE 60



VII. Supplies used in resilient floor care (Transparency #1, Assignment Sheet #6)

A. Disinfectant rinse--Product formulated to kill germs, control bacteria, and reduce odors

B. Dust mop treatment oil--Chemical used to treat dust mop heads so that they will pick up and hold surface dust and dirt

C. Floor finish--Coating solution used to protect floors against wearing, scuffing and black marks, and to improve looks

D. Floor sealer--Coating solution used to fill pores and level floor surfaces

E. Floor stripper--Strong chemical used to remove floor finish

F. Synthetic liquid detergent--General purpose detergent used to remove soil

INFORMATION SHEET

VIII. Causes and solutions for floor care problems (Assignment Sheets #3 and #7)

(NOTE: For some problems, if the solution is practiced first, the problem will be prevented.)

A. Baseboard buildup

Cause: Too much finish applied next to baseboard or where there is no foot traffic to wear it away

Solution: Apply only one thin coat of finish next to baseboard

B. Bleeding

Cause: Use of too strong a detergent which has removed top surface of tile and softened adhesive

Solution: Change cleaning solution to a milder detergent; restore floor surface by stripping and refinishing

C. Burns

Cause: Cigarettes or hot matches dropped on floor

Solution: Floor is permanently damaged, but appearance may be improved by hand scrubbing with buffing pad center and floor finish

D. Cracks

Cause: Use of too strong a cleaning solution or too much water on floor

Solution: Use a milder cleaning solution and do not flood floor during cleaning

E. Poor gloss

Cause: Not enough finish on floor, or too much foot traffic, or use of too strong a detergent solution for mopping

Solution: Clean floor and apply thin coat of finish; spray buff heavy traffic areas

F. Streaking

Cause: Uneven application of finish, or finish applied too thinly

Solution: Clean floor by wet mopping, and apply thin, even coat or coats of finish

INFORMATION SHEET

G. Tackiness

Cause: Finish applied too heavily or too thickly and not curing

Solution: Strip floor and refinish using thin, even coats and allowing plenty of drying time between coats

H. Traffic lane wear

Cause: Heavy foot traffic scuffs and wears away finish

Solution: Clean area by wet mopping; apply thin coat of finish and feather edges; spray buff areas that are only scuffed

I. Warped and loose tile

(NOTE: Adhesive seeping from seams may be an early warning.)

Cause: Use of too strong a cleaning solution and/or flooding during cleaning

Solution: Do not flood floor or let solution stand on floor

J. Yellowing

Cause: Finish left on floor too long, or finish applied over dirty floor or applied too heavily

Solution: Strip floor and refinish using thin, even coats

K. Slipperiness

Cause: Wrong type of floor finish, overuse of treatment on dust mop, or talcum powder on floor

Solution: Mop with heavy detergent solution or top scrub floor

Label Information

A. Type of product ______________________________

____

B. Brand name ______________________________

____

C. Manufacturer's name and address ______________________________

____

____

D. Directions for use (amount to use and how to use) ______________________________

____

____

____

E. Surfaces on which product can be used ______________________________

____

F. Surfaces on which product should not be used ______________________________

____

G. Caution statements ______________________________

____

____

____

H. Net contents ______________________________

____

I. List of ingredients ______________________________

____

____

____

CLS - 277-A

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #1--MATCH TERMS USED IN RESILIENT FLOOR CARE TO THEIR DEFINITIONS

NAME ______________________________ SCORE ____________

To prevent confusion and loss of time, it is necessary for the student to be familiar with some common terms used in cleaning floors.

Match the terms to their correct definitions. Write the correct numbers in the blanks.

_____A. Items such as soaps, rags, and paper towels that are used up and must be replaced

_____B. Removing surface dust with thoroughly wrung out mop and cool water with no cleaning agent

_____C. Using strong chemical agent (stripper) and hand or machine scrubbing to remove old finish and sealer

_____D. The mixing together of one or more substances in a liquid

_____E. Polishing a floor using a floor buffer and spraying a light mist of floor finish; floor is buffed until dry and shine has returned

_____F. Extra parts such as floor pick-up tool, pad holder, or scrubbing pad that may be attached to basic equipment

_____G. Mopping up spills using a damp mop

_____H. Special tools used to perform a cleaning or repair job

_____I. Using a cleaning agent to remove surface soil that has formed on the floor

_____J. A soft floor cover that springs back to its original shape after light denting

1. Resilient
2. Equipment
3. Supplies
4. Solutions
5. Spot mopping
6. Damp mopping
7. Wet mopping
8. Spray buffing
9. Stripping
10. Accessory equipment

CLS - 279-A

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #2--MATCH FLOOR CARE PROBLEMS TO THEIR DEFINITIONS

NAME ______________________________ SCORE ______________

To talk with supervisors and other employees, a worker must know and understand terms relating to floor care problems.

Match floor care problem terms to their correct definitions. Write the correct numbers in the blanks.

_____A. Tapering the edges where new finish meets old finish to prevent an uneven condition

_____B. Lines or smears in finish that has been applied to a floor too thinly or unevenly

_____C. Tile surface has been removed and base material shows through the surface color; adhesive may seep to surface

_____D. Finish has turned yellow or straw-colored

_____E. Ability of finish surface to reflect light and images

_____F. Floor surface is sticky because finish material has not cured out; problem is usually caused by applying finish coats too heavily

_____G. Area where too much finish has accumulated over a period of time

1. Bleeding
2. Buildup
3. Feathering
4. Gloss
5. Streaking
6. Tackiness
7. Yellowing

CLS - 281-A

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #3--MATCH TYPES OF RESILIENT FLOOR COVERINGS TO THEIR DEFINITIONS

NAME ________________________________ SCORE ______________

To prevent damage to flooring material and to make the cleaning task easier, a worker must know the type of floor being cleaned.

Match resilient floor covering terms to their correct definitions. Write the correct numbers in the blanks.

_____A. Composed of natural or synthetic rubber, inert materials, and colored mineral pigments

_____B. A mixture of asbestos fibers, limerock, inert fillers, and colored pigments with asphalt or resin binders

_____C. A compound of inert, non-flammable, odorless, non-toxic resins having a thermo-plastic quality; vinyl-type resins are used as a binder

_____D. A mixture of linseed oil, resins, and ground cork pressed upon a burlap backing, or a mixture of wood fibers, linseed oil, and resins attached to a felt backing

1. Linoleum
2. Asphalt tile
3. Rubber tile
4. Vinyl and vinyl asbestos tile

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #4--COMPLETE SAFETY STATEMENTS

NAME ______________________________ SCORE ______________

To prevent personal injury and equipment damage, good safety habits must become part of an employee's daily routine.

Using Objective IV of your Information Sheet, complete the following statements:

A. To prevent someone from tripping on loose or broken tile, the tile should be ________ ____.

B. Slips and falls can be avoided by wiping up ______________ immediately.

C. To warn others of slippery floors, you should set out ____________________ ______________ ________________.

D. Mops, ______________, ______________, or ________________ should not be left in doorway or halls because someone may trip over them.

E. To prevent injury to fingers and hands, make adjustments or change accessories on electrical equipment only if the equipment is ____________________ from the electrical source.

F. To prevent skin irritation to hands when mixing cleaning solutions, you should wear rubber ________________.

G. To prevent injury to hands, you should wear protective gloves when handling _______ ________________ or ______________ objects.

H. To prevent back strain or injury, the correct lifting procedure should be followed. For each wrong way listed below, list the right way.

WRONG WAY	RIGHT WAY
1. Bending back	1. ____________________
2. Reaching too far	2. ____________________
3. Lifting to one side	3. ____________________
4. Twisting with load	4. ____________________
5. Off-balance shifting of load	5. ____________________
6. Attempting too much	6. ____________________

I. Frayed electrical cords or faulty electrical equipment should not be used because they may cause an electrical ______________________.

ASSIGNMENT SHEET #4

J. Soiled, oil-treated dust mop heads should be stored in a closed ________________ ________________ because of fire hazard.

K. Clean dust mops should be hung in a ________________ area because of fire hazard.

L. ________________ and ________________ ________________ should be removed because of fire hazard.

M. Do not use on floor ________________ or ________________ designed for other purposes.

N. Follow manufacturer's directions for proper use of equipment and ________________ ________________ ________________.

RESILIENT FLOOR CARE
UNIT II

ASSIGNMENT SHEET #5--IDENTIFY EQUIPMENT USED TO CLEAN RESILIENT FLOOR COVERINGS

NAME____ SCORE____________

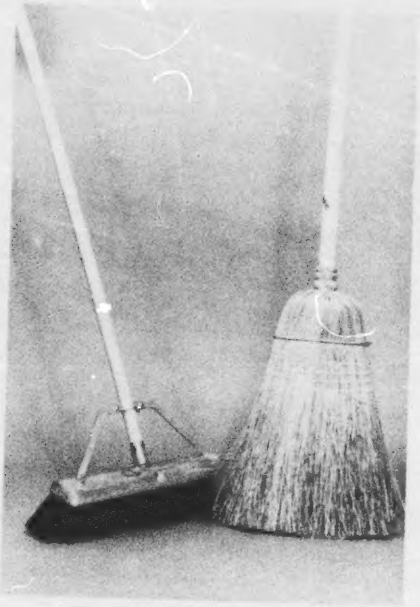
To avoid lost time by not having the right piece of equipment when you need it and to report damaged equipment to your supervisor, a worker must know the correct names of equipment

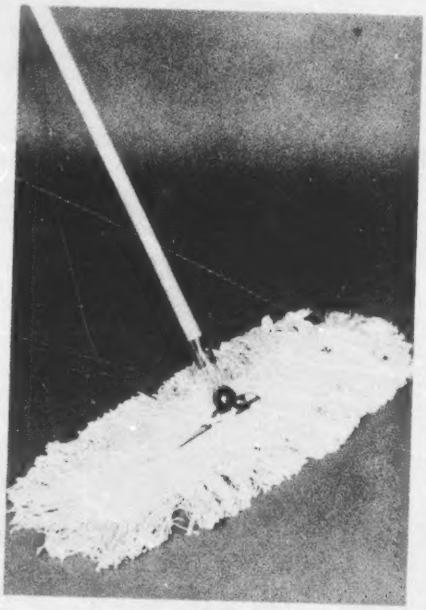
From the list below, choose the name of the piece of equipment that identifies each picture. Write the equipment name in the blank under the picture.

Putty knife
Wet mop
Graduated pail
Deck brush
Electrical extension cord
Hand truck

Floor machine (buffer)
Mop bucket/wringer
Treated dust mop
Dustpan
Wet floor sign

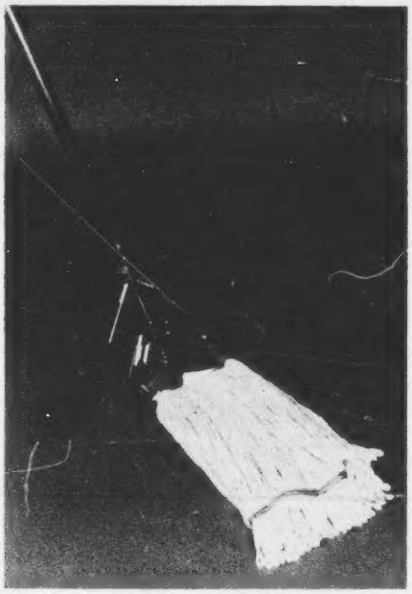
Measuring cup
Floor machine pads
Spray bottle
Wet pick-up vacuum
Broom



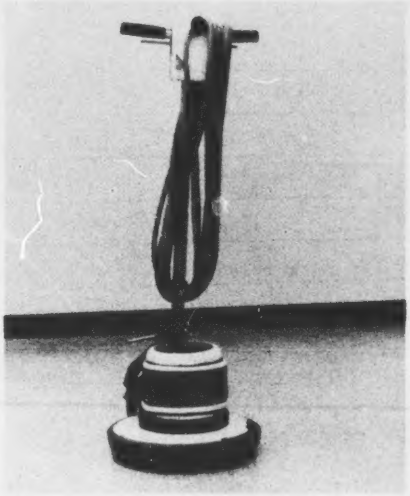


A. ____________________________ B. ____________________________

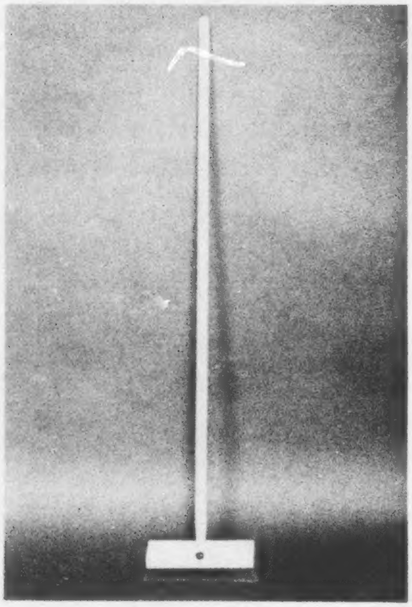
ASSIGNMENT SHEET #5



C. ______________________



D. ______________________



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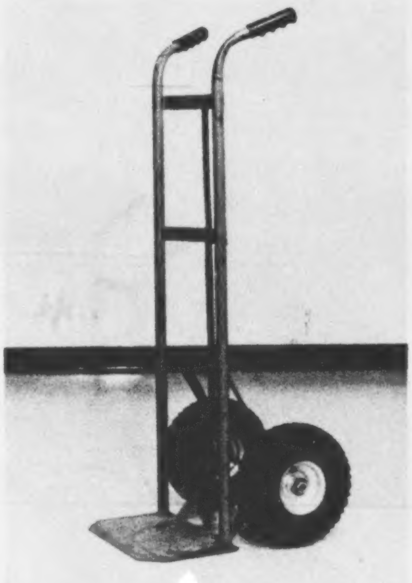
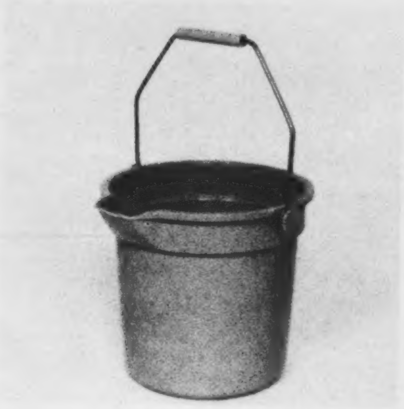
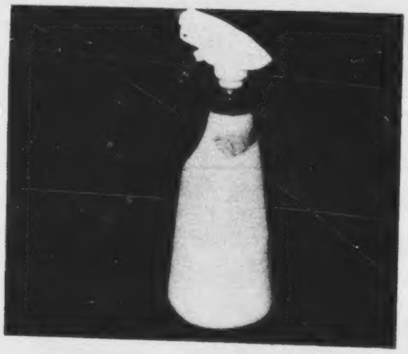


F. ______________________

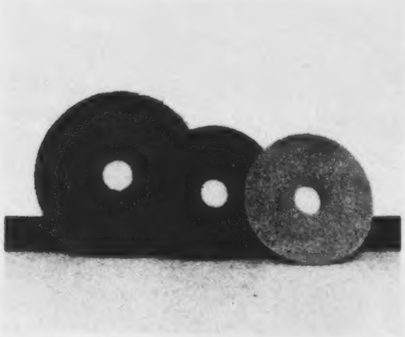
ASSIGNMENT SHEET #5



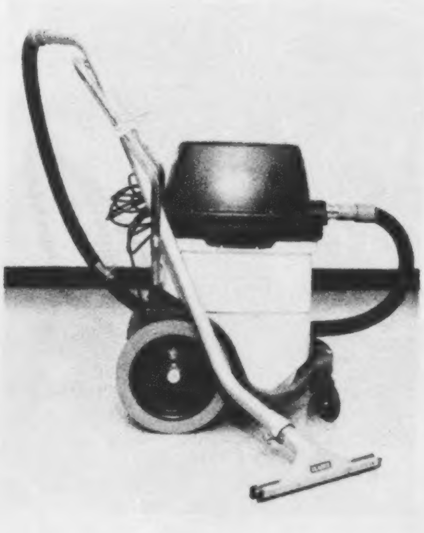


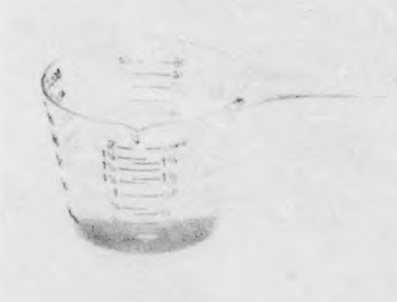
H. ______________________________

G. ______________________________



J. ______________________________

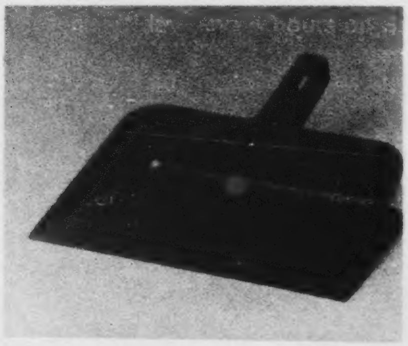




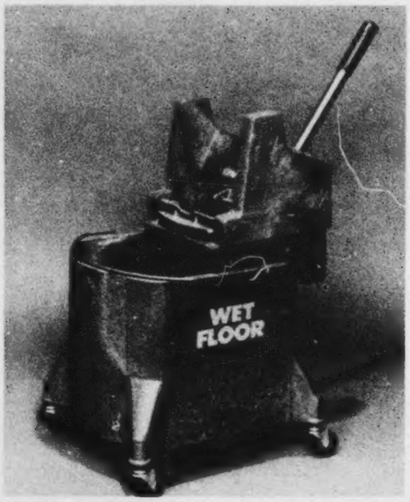
I. ______________________________

K. ______________________________

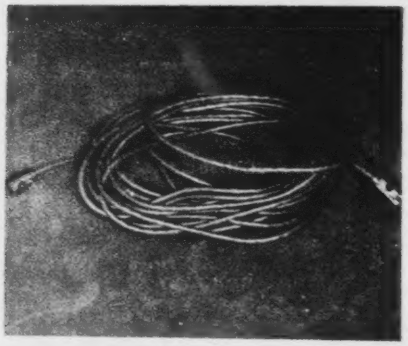
ASSIGNMENT SHEET #5



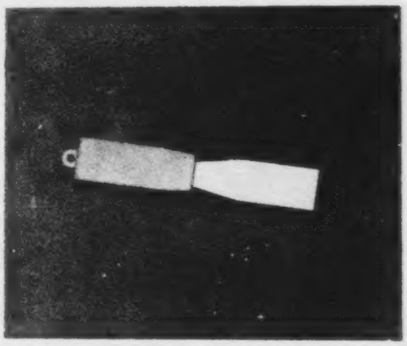
L. ________________________________



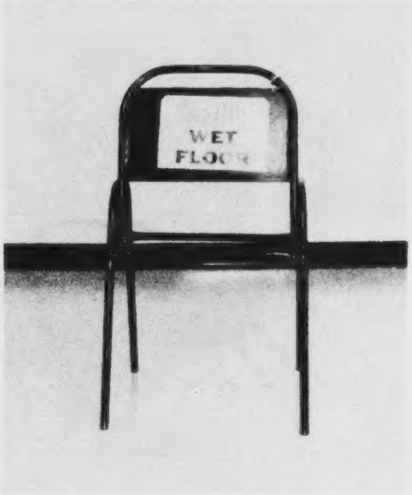
M. ________________________________



N. ________________________________



O. ________________________________



P. ________________________________

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #6--READ LABEL INFORMATION FOR CLEANING SUPPLIES USED TO CLEAN RESILIENT FLOOR COVERINGS

NAME ______________________________ SCORE ______________

To obtain the results that a product was created to do, the worker must understand and follow label directions. Failure to follow directions may result in damage to the floor or create an unsafe condition. Label information is also required when product is misused and doctor needs label information to prescribe an antidote.

Write the product information for the following supplies using the worksheets provided.

(NOTE: Some product labels may not list all of the requested information.)

A. Synthetic liquid detergent

B. Dust mop treatment oil

C. Floor finish

D. Floor sealer

E. Floor stripper

F. Disinfectant rinse

ASSIGNMENT SHEET #6

PART I - Label Information

A. Type of product SYNTHETIC LIQUID DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CLS - 293-A

ASSIGNMENT SHEET #6

PART II - Label Information

A. Type of product DUST MOP TREATMENT OIL

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #6

PART III - Label Information

A. Type of product FLOOR FINISH

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #6

PART IV - Label Information

A. Type of product FLOOR SEALER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #6

PART V - Label Information

A. Type of product FLOOR STRIPPER

B. Brand name ____________________

C. Manufacturer's name and address ____________________

D. Directions for use (amount to use and how to use) ____________________

E. Surfaces on which product can be used ____________________

F. Surfaces on which product should not be used ____________________

G. Caution statements ____________________

H. Net contents ____________________

I. List of ingredients ____________________

ASSIGNMENT SHEET #6

PART VI - Label Information

A. Type of product DISINFECTANT RINSE

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CLS - 303-A

RESILIENT FLOOR CARE
UNIT III

ASSIGNMENT SHEET #7--MATCH FLOOR CARE PROBLEMS TO THEIR CAUSES AND SOLUTIONS

NAME ______________________________ SCORE ______________

To keep floors looking good and to give floor coverings a long life, a worker must be aware of problems so that they can be avoided.

Match the floor care problems to their causes and solutions. Write the correct numbers in the blanks. Continued on the next page.

______A. **Cause:** Use of too strong a cleaning solution or too much water on the floor

Solution: Use a milder cleaning solution and do not flood floor during cleaning

______B. **Cause:** Finish left on floor too long, or finish applied over dirty floor or applied too heavily

Solution: Strip floor and refinish using thin, even coats

______C. **Cause:** Not enough finish on floor, or too much foot traffic, or use of too strong a detergent solution for mopping

Solution: Clean floor and apply thin coat of finish; spray buff heavy traffic areas

______D. **Cause:** Use of too strong a cleaning solution and/or flooding during cleaning

Solution: Do not flood floor or let solution stand on floor

______E. **Cause:** Use of too strong a detergent which has removed top surface of tile and softened adhesive

Solution: Change cleaning solution to a milder detergent; restore floor surface by stripping and refinishing

______F. **Cause:** Uneven application of finish, or finish applied too thinly

Solution: Clean floor by wet mopping, and apply thin, even coat or coats of finish

1. Baseboard buildup
2. Bleeding
3. Burns
4. Cracks
5. Poor gloss
6. Streaking
7. Tackiness
8. Slipperiness
9. Traffic lane wear
10. Warped and loose tile
11. Yellowing

ASSIGNMENT SHEET #7

_____G. **Cause:** Too much finish applied next to baseboard or where there is no foot traffic to wear it away

Solution: Apply only one thin coat of finish next to baseboard

_____H. **Cause:** Heavy foot traffic scuffs and wears away finish

Solution: Clean area by wet mopping; apply thin coat of finish and feather edges; spray buff areas that are only scuffed

_____I. **Cause:** Cigarettes or hot matches dropped on floor

Solution: Floor is permanently damaged, but appearance may be improved by hand scrubbing with buffing pad center and floor finish

_____J. **Cause:** Finish applied too heavily or too thickly and not curing

Solution: Strip floor and refinish using thin, even coats and allowing plenty of drying time between coats

_____K. **Cause:** Wrong type of floor finish, overuse of treatment on dust mop, or talcum powder on floor

Solution: Mop with heavy detergent solution or top scrub floor

RESILIENT FLOOR CARE
UNIT III

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

A. 3
B. 6
C. 9
D. 4
E. 8
F. 10
G. 5
H. 2
I. 7
J. 1

Assignment Sheet #2

A. 3
B. 5
C. 1
D. 7
E. 4
F. 6
G. 2

Assignment Sheet #3

A. 3
B. 2
C. 4
D. 1

Assignment Sheet #4

A. Reported to supervisor
B. All spills
C. Wet floor signs
D. Pails, brooms, or equipment
E. Unplugged
F. Gloves
G. Rough or sharp-edged

ANSWERS TO ASSIGNMENT SHEETS

H. 1. Lift with legs
   2. Stand close to object
   3. Stand facing object
   4. Move complete body
   5. Stop walking to shift load
   6. Use hand truck or ask for help

I. Fire

J. Metal can

K. Well-ventilated

L. Trash and floor sweepings

M. Polish or wax

N. Mixing of chemicals

Assignment Sheet #5

A. Broom

B. Treated dust mop

C. Wet mop

D. Floor machine (buffer)

E. Deck brush

F. Hand truck

G. Graduated pail

H. Spray bottle

I. Wet pick-up vacuum

J. Floor machine pads

K. Measuring cup

L. Dustpan

M. Mop bucket/wringer

N. Electrical extension cord

O. Putty knife

P. Wet floor sign

Assignment Sheet #6--Information to be filled in by instructor on worksheets provided

Assignment Sheet #7

A. 4

B. 11

C. 5

D. 10

E. 2

F. 6

G. 1

H. 9

I. 3

J. 7

K. 8

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #1--MIX CLEANING SOLUTIONS FOLLOWING MANUFACTURER'S DIRECTIONS AND OBSERVING SAFETY RULES

I. Equipment and supplies

  A. Graduated pail

  B. Measuring cup

  C. Mop bucket

  D. Synthetic detergent

  (NOTE: Detergent type or brand will be selected by instructor.)

  E. Cold water

II. Procedure

  A. Assemble equipment and supplies

  B. Read manufacturer's or supervisor's directions for mixing solution

  EXAMPLE: 128 parts water to 1 part solution (128 to 1)

  (CAUTION: DO NOT DAMAGE FLOOR WITH SOLUTIONS THAT ARE TOO STRONG OR WITH HOT WATER.)

  C. Mix detergent and water

    1. Determine how much total solution is needed by the size of room to be cleaned

    (NOTE: Check with instructor.)

    2. Use measuring cup to measure detergent

    (CAUTION: WEAR PROTECTIVE RUBBER GLOVES WHEN HANDLING STRONG DETERGENTS AND STRIPPERS.)

    3. Use graduated pail or measuring cup to measure water

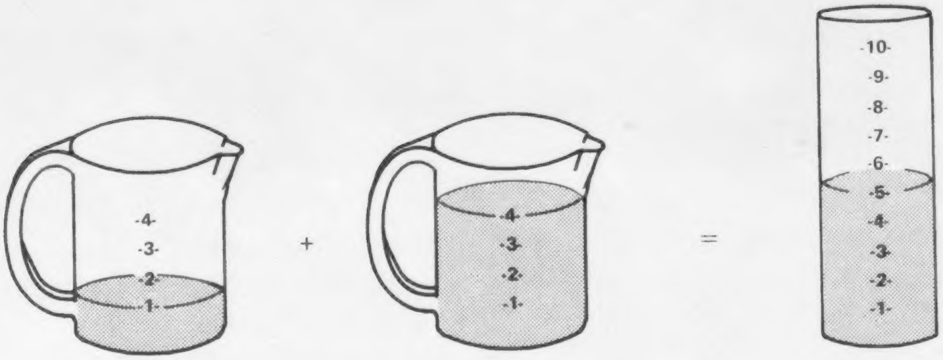
    4. Pour measured detergent into mop bucket

JOB SHEET #1

5. Pour water into mop bucket

EXAMPLE: Directions are to mix a cleaning solution with a 4-to-1 dilution. A 4-to-1 dilution is a mixture of 4 parts water to 1 part detergent (Figure 61)

FIGURE 61



One part detergent + 4 parts water = 5 parts total solution

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #2--TREAT DUST MOP HEADS

I. Equipment and supplies

   A. Treatment oil

   B. Measuring cup

   C. Clean dust mop head

   D. Plastic bag or metal safety container

   E. Treatment board or table

II. Procedure

   A. Gather equipment and supplies

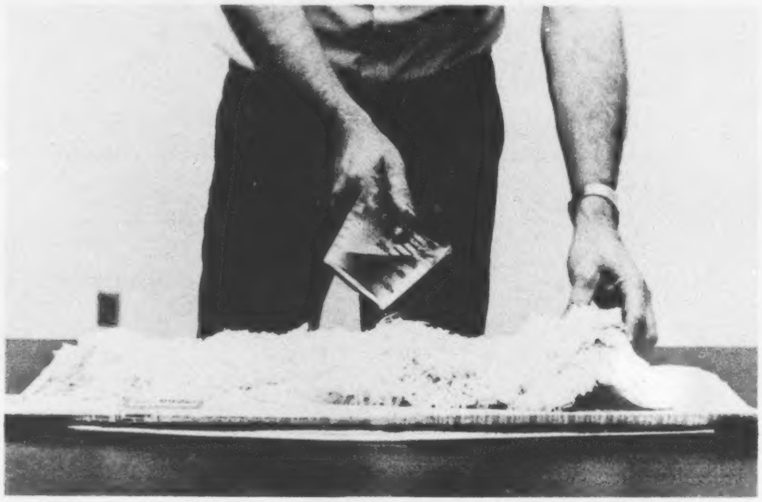
   B. Spread clean mop head on board with strands up

   (NOTE: New cotton mop heads should first be soaked in hot water 10 to 15 minutes to set fibers and to prevent mop from shedding lint. Allow mop head to dry before treating.)

   C. For each foot of head, pour approximately 2 ounces of treatment oil on the strands (Figure 62)

   EXAMPLE: 3 foot head = 6 ounces of oil

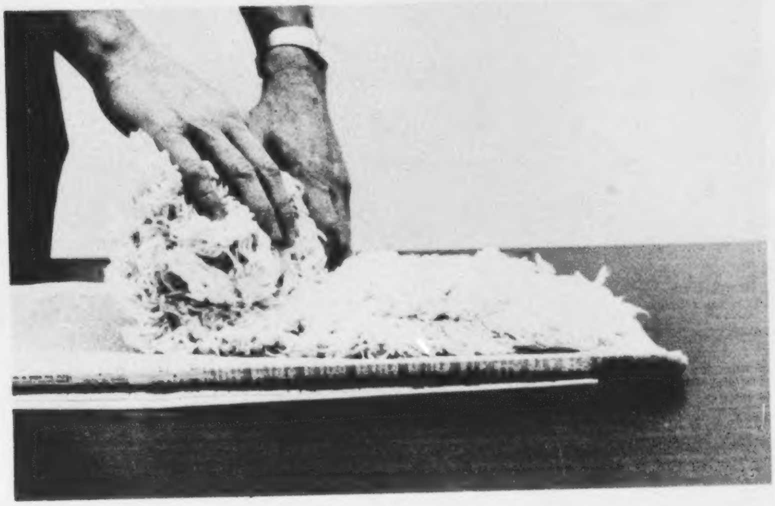
FIGURE 62



JOB SHEET #2

D. Roll head into ball (Figure 63)

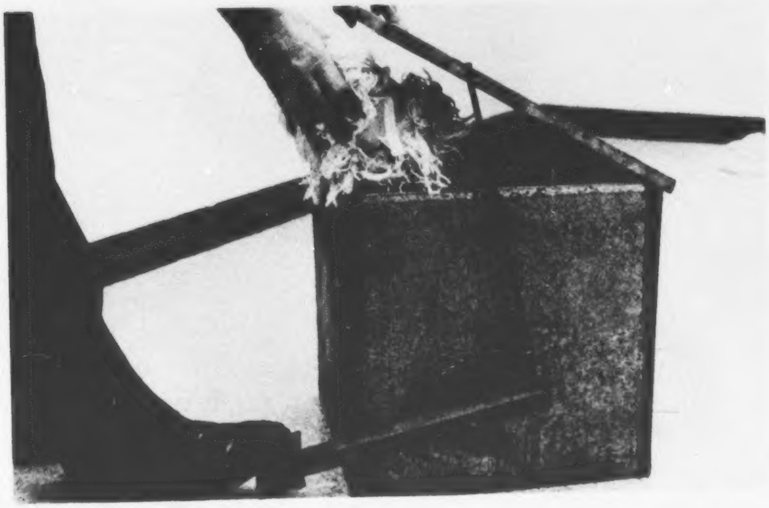
FIGURE 63



E. Store in metal safety container for 48 hours before use (Figure 64)

(NOTE: If metal container is not available, a plastic bag may be substituted. Beware of fire hazard.)

FIGURE 64



F. Wipe off and store treatment board

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #3--RETREAT USED DUST MOP HEADS

I. Equipment and supplies

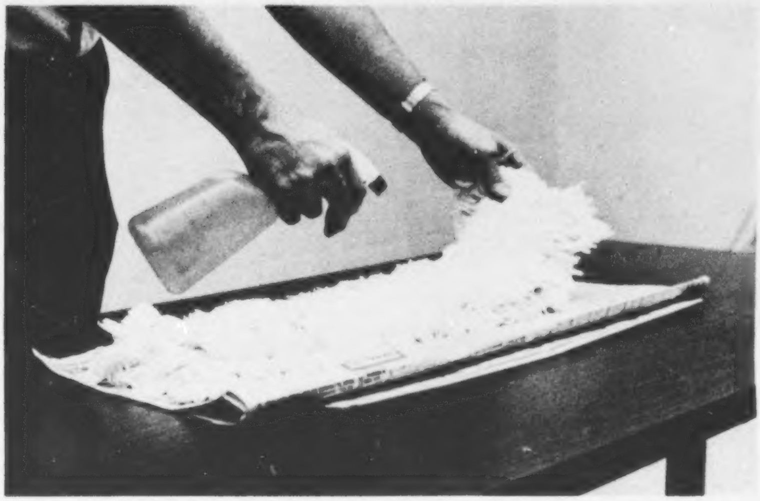
- A. Treatment oil
- B. Spray bottle
- C. Treatment board
- D. Used dust mop

II. Procedure

- A. Fill spray bottle with treatment oil
- B. Lay mop head on treatment board with strands up
- C. Part strands in middle and comb with fingers
- D. Spray mop head (Figure 65)

  (NOTE: Direct mist spray into strands. Do not dampen strands. If strands are moist, they are over-treated.)

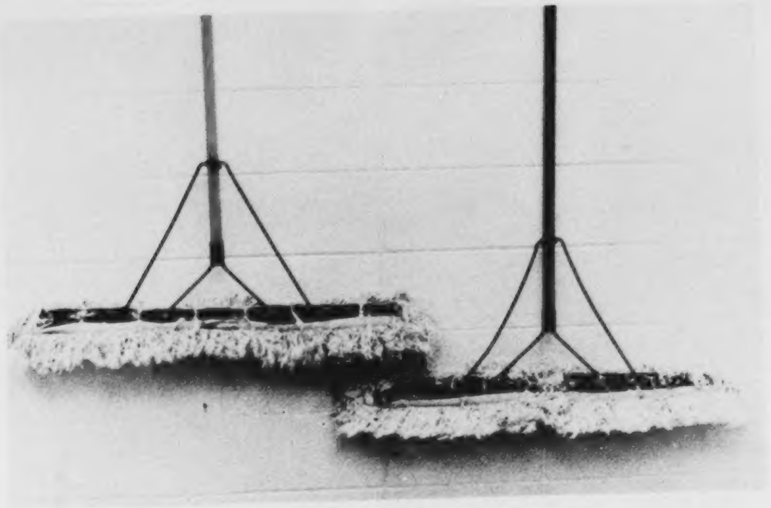
FIGURE 65



JOB SHEET #3

E. Hang dust mops in well-ventilated area with strands hanging down (Figure 66)

FIGURE 66



F. Clean treatment board

(CAUTION: TREATMENT OIL WILL CATCH ON FIRE AND SHOULD BE KEPT AWAY FROM HEAT OR FLAMES.)

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #4--DUST MOP A FLOOR USING THE PUSH METHOD

I. Equipment and supplies (Figure 67)

A. Dustpan

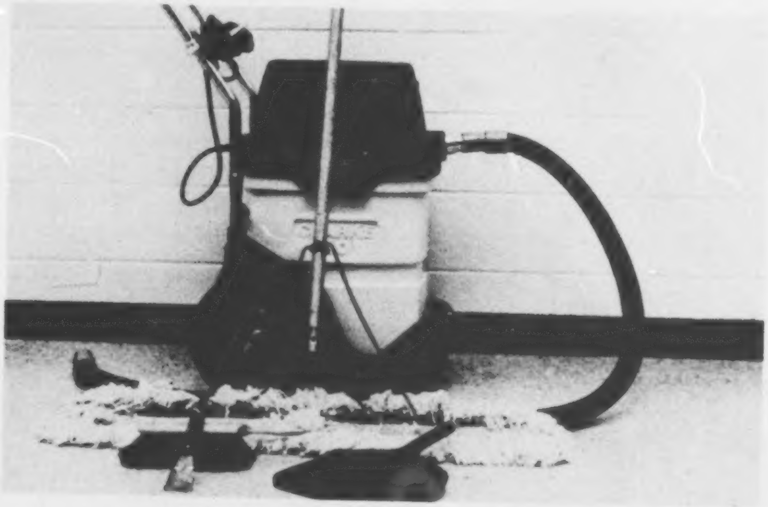
B. Counter brush

C. Putty knife

D. Treated dust mop

E. Vacuum cleaner

FIGURE 67



II. Procedure

A. Gather equipment

B. Move furniture if required

C. Place dust mop on floor

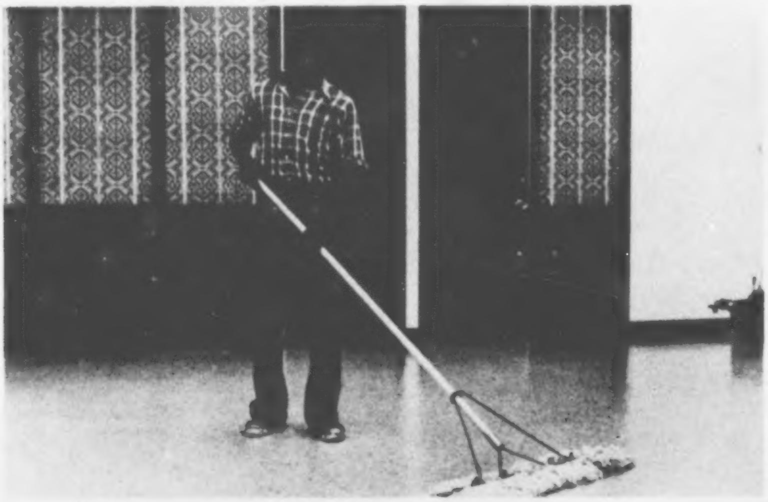
(NOTE: Hold mop so that yarn strands are down and spread flat, and the handle is to one side of body.)

JOB SHEET #4

D. Stand erect with feet spread apart a comfortable distance (Figure 68)

(NOTE: Keep back straight to avoid fatigue.)

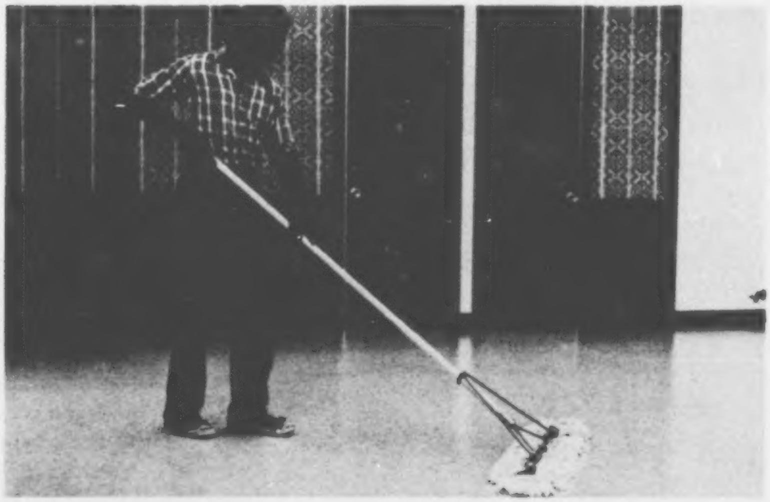
FIGURE 68



E. Walk forward pushing dust mop in front of you (Figure 69)

(NOTE: Keep mop head flat on floor at all times. Lifting mop allows dirt to fall from mop head.)

FIGURE 69

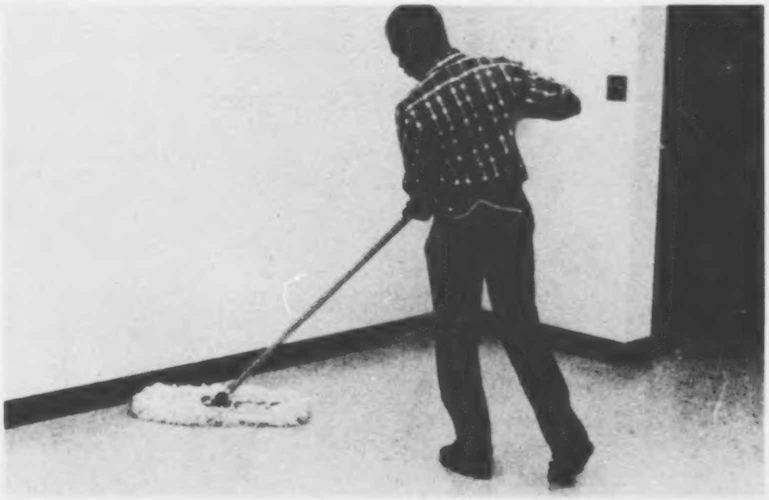


JOB SHEET #4

F. Swing mop around when you reach end of room (Figure 70)

(NOTE: Keep mop head flat on floor at all times.)

FIGURE 70

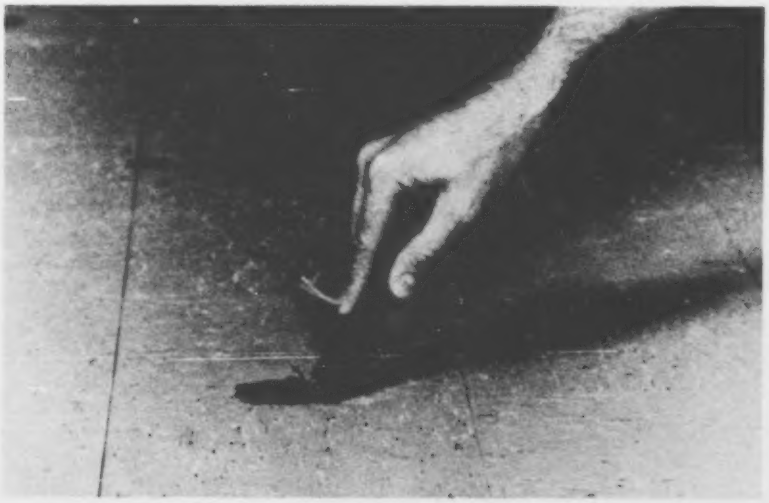


G. Push mop back to other end of room

(NOTE: Dust mop in parallel lines overlapping each pass 2 to 4 inches.)

H. Remove tar, gum, or other substances with putty knife (Figure 71)

FIGURE 71



JOB SHEET #4

I. Continue moving dust mop in front of you from one end of room to the other until room is finished

(NOTE: Do not pick up, shake, or tap dust mop on floor.)

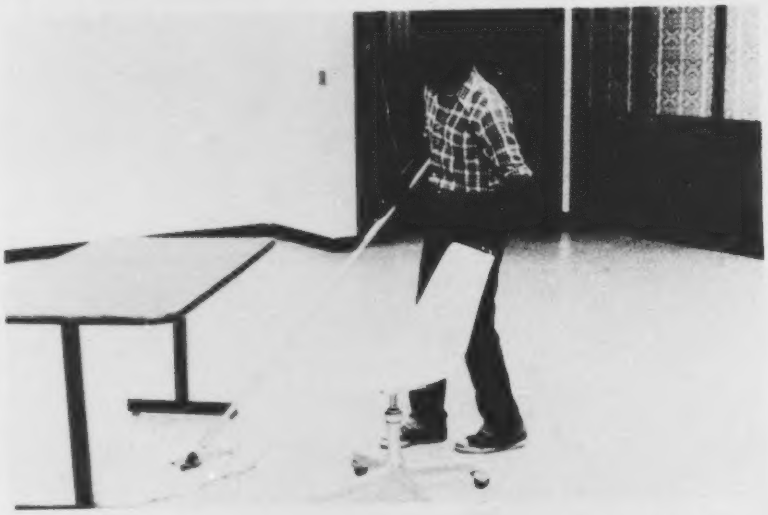
J. Clean corners with counter brush

(NOTE: Corners may be cleaned as you come to them.)

K. Clean floor area under furniture--such as chairs--as you come to it

(NOTE: Tuck handle under one arm to help hold dust mop while you move furniture with the other one; see Figure 72.)

FIGURE 72



L. Inspect your work

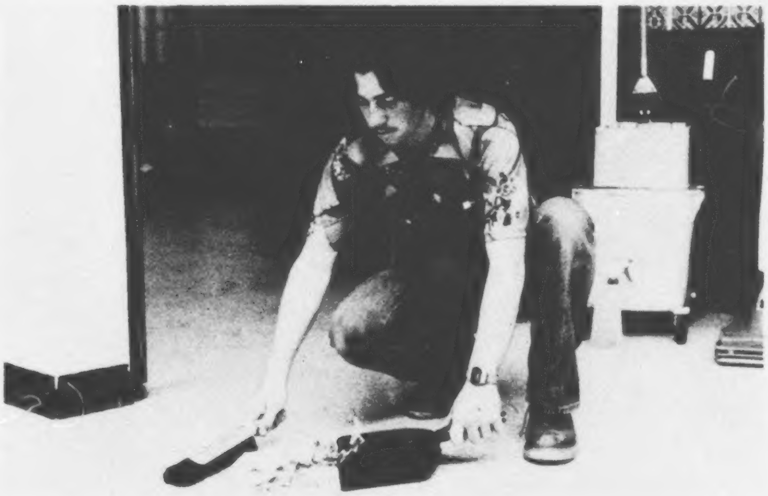
(NOTE: The floor should not show dust streaks.)

JOB SHEET #4

M. Pick up sweepings using counter brush and dustpan (Figure 73)

(NOTE: Do not leave sweepings in doorway or traffic lanes. Never put sweepings in room wastebasket.)

FIGURE 73



JOB SHEET #4

N. Clean dust mop head

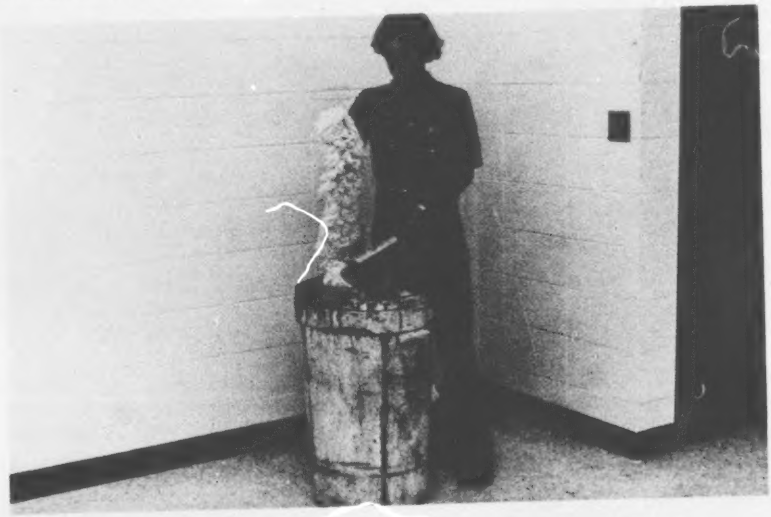
   1. Hand method (Figure 74)

      a. Hold mop head over dustpan or trash container

      b. Brush mop head with counter brush

      c. Comb strands with fingers

FIGURE 74

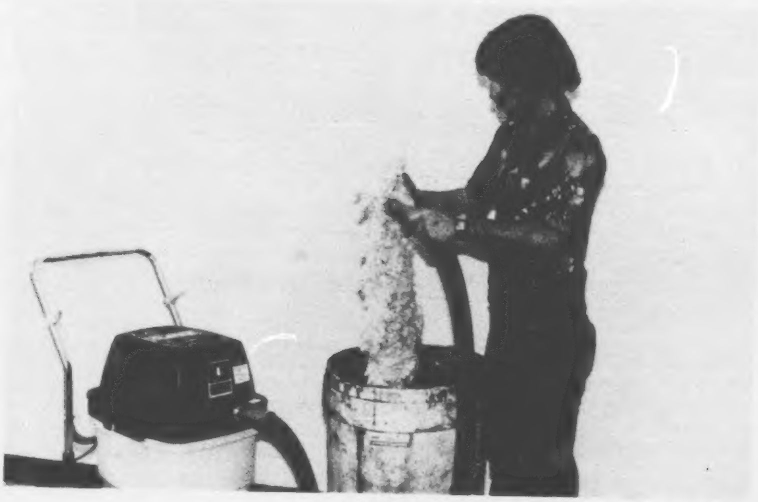


JOB SHEET #4

2. Vacuum (Figure 75)
   a. Hold mop head over trash container
   b. Vacuum using hand pick-up tool

   (NOTE: If mop head is heavily soiled, replace with clean, treated one.)

FIGURE 75

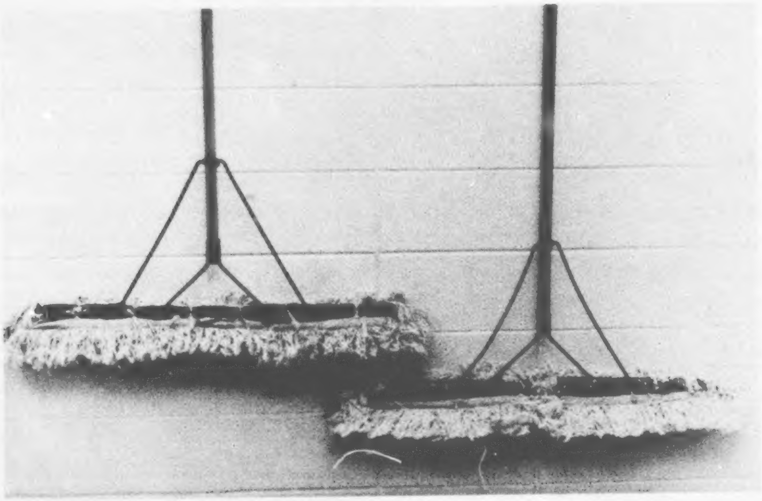


JOB SHEET #4

O. Hang up dust mop and store equipment (Figure 76)

(NOTE: Retreat mop head if needed. See Job Sheet #3--Retreat Used Dust Mop Heads.)

FIGURE 76



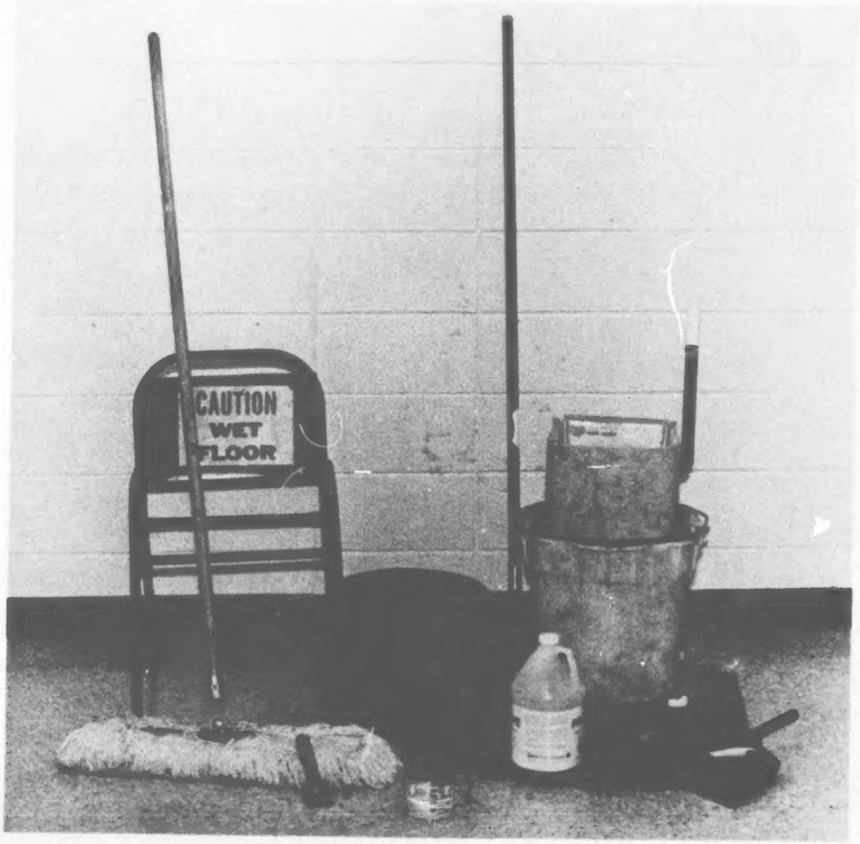
RESILIENT FLOOR CARE
UNIT III

JOB SHEET #5--SPOT CLEAN AND POLICE A RESILIENT TILE COVERED FLOOR

I. Equipment and supplies (Figures 77)

A. Synthetic liquid detergent
B. Cool water
C. Mop
D. Treated dust mop
E. Dustpan
F. Counter brush
G. Mop bucket/wringer
H. Measuring cup
I. Graduated pail
J. Drip mat
K. Wet floor signs
L. Putty knife

FIGURE 77



JOB SHEET #5

II. Procedure

A. Gather equipment and supplies

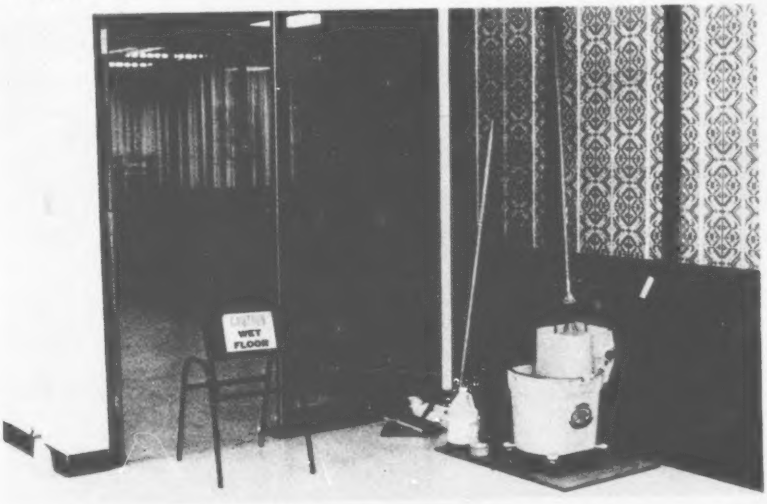
B. Mix mopping solution

(NOTE: See Job Sheet #1--Mix Cleaning Solutions Following Manufacturer's Directions and Observing Safety Rules.)

C. Move mopping solution and equipment to area to be cleaned

(NOTE: If room is small, locate equipment and supplies outside room. Do not place equipment in doorway or traffic lane; see Figure 78.)

FIGURE 78



D. Place drip mat under mop bucket

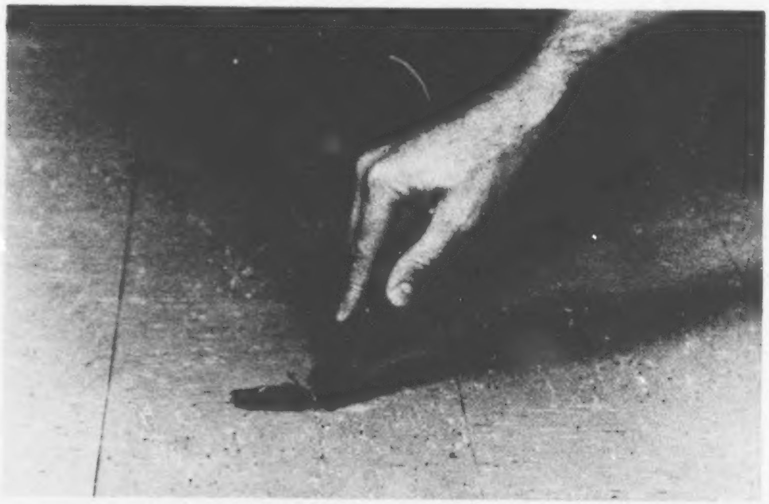
E. Move furniture as needed

(NOTE: Do not block traffic lane.)

JOB SHEET #5

F. Remove tar, gum, and other substances with putty knife (Figure 79)

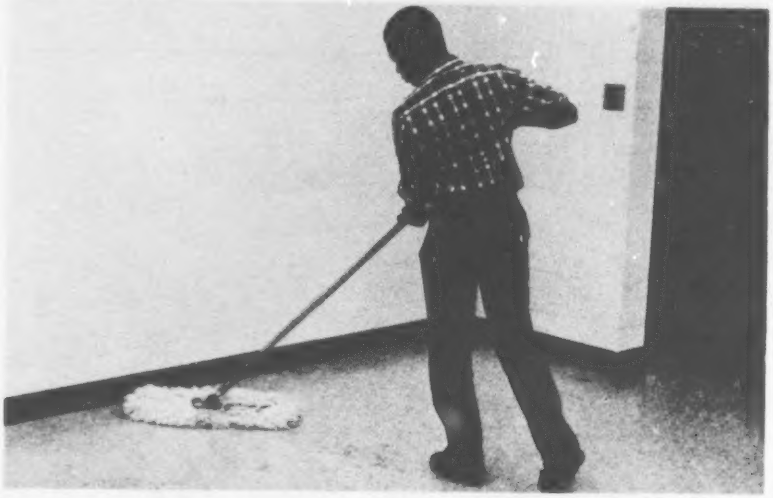
FIGURE 79



G. Dust mop room with treated dust mop (Figure 80)

(NOTE: See Job Sheet #4--Dust Mop a Floor Using the Push Method.)

FIGURE 80

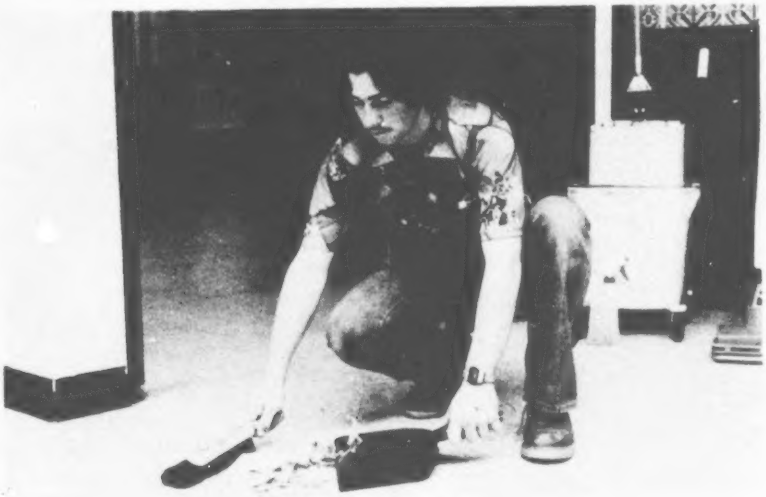


JOB SHEET #5

H. Pick up sweepings and trash using dustpan and counter brush (Figure 81)

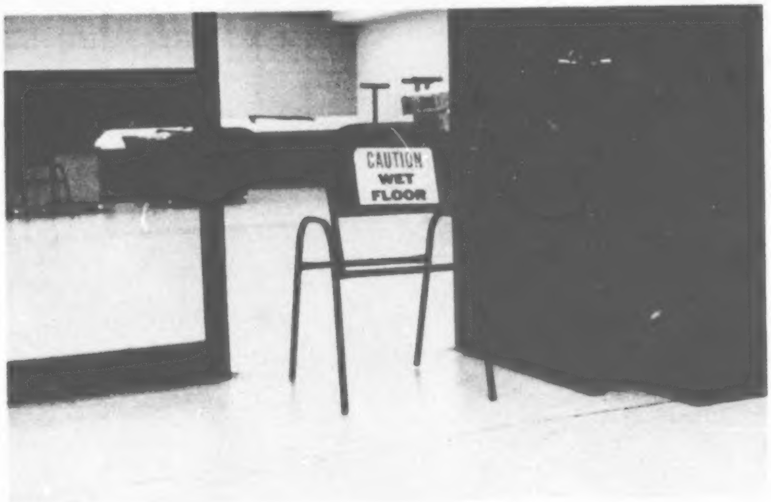
(NOTE: Do not put sweepings or trash in room wastebasket.)

FIGURE 81



I. Set out wet floor signs (Figure 82)

FIGURE 82

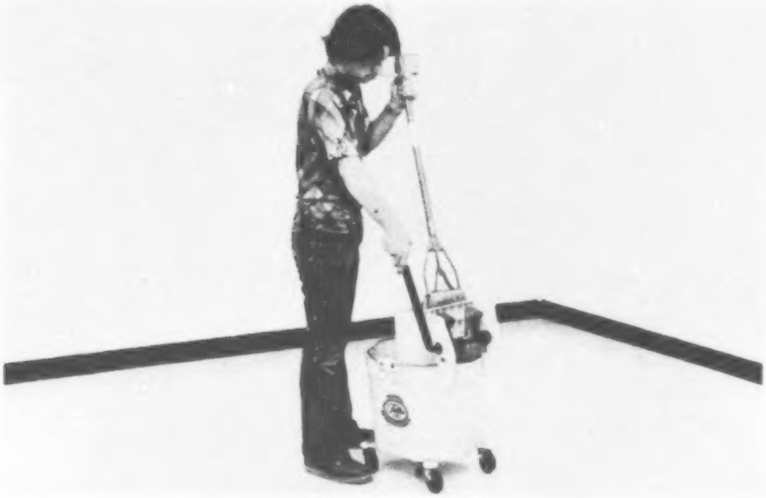


JOB SHEET #5

J. Spot mop soiled area with prepared solution

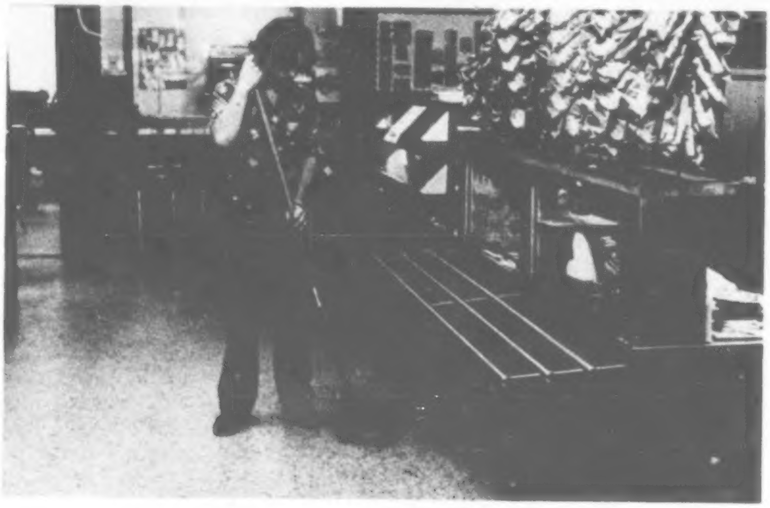
1. Wring out mop until it is only damp (Figure 83)

FIGURE 83



2. Pay special attention to food and drink areas (Figure 84)

FIGURE 84



JOB SHEET #5

K. Let mopped area dry

L. Return furniture to original position

M. Remove wet floor signs

N. Clean and store equipment

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #6--WET MOP A RESILIENT TILE COVERED FLOOR

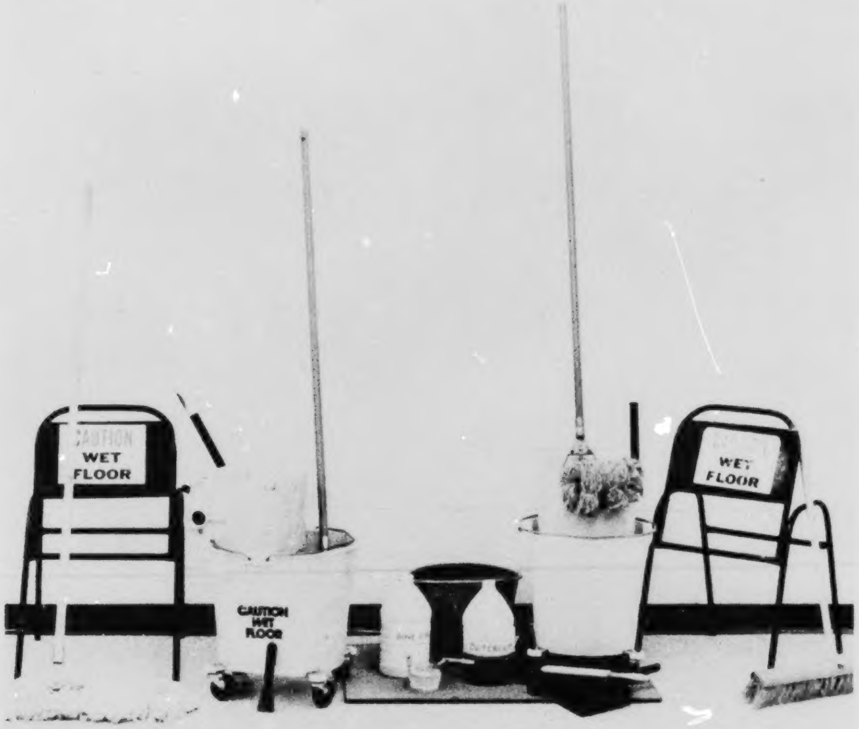
I. Equipment and supplies (Figure 85)

- A. Synthetic liquid detergent
- B. Water
- C. Mops, 2
- D. Mop buckets with wringers, 2

  (NOTE: One wringer may be moved from one bucket to the other.)
- E. Measuring cup
- F. Graduated pail
- G. Treated dust mop
- H. Broom
- I. Dustpan
- J. Wet floor signs
- K. Drip mat
- L. Disinfectant rinse (optional)

  (NOTE: Check with supervisor.)
- M. Putty knife

FIGURE 85



JOB SHEET #6

II. Procedure

A. Gather equipment and supplies

B. Mix mopping solution

(NOTE: See Job Sheet #1--Mix Cleaning Solutions Following Manufacturer's Directions and Observing Safety Rules.)

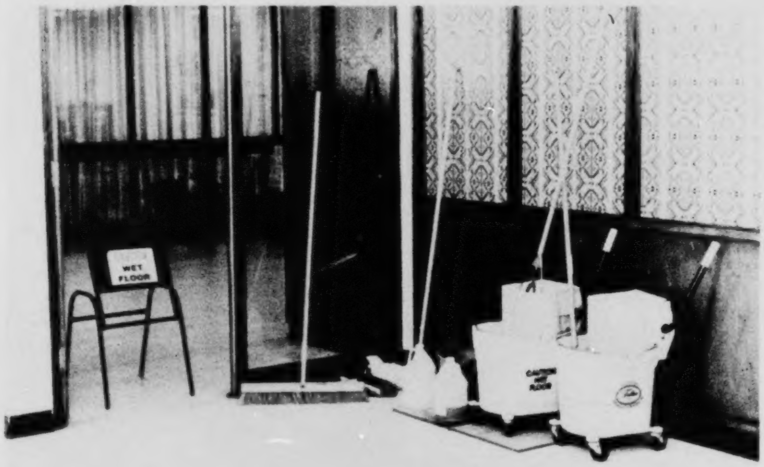
C. Prepare rinse water

(NOTE: Disinfectant may be added to rinse.)

D. Carry rinse, mopping solution, and equipment to room to be cleaned

(NOTE: If room is small, locate equipment outside room. Do not block doorway or traffic lanes; see Figure 86.)

FIGURE 86

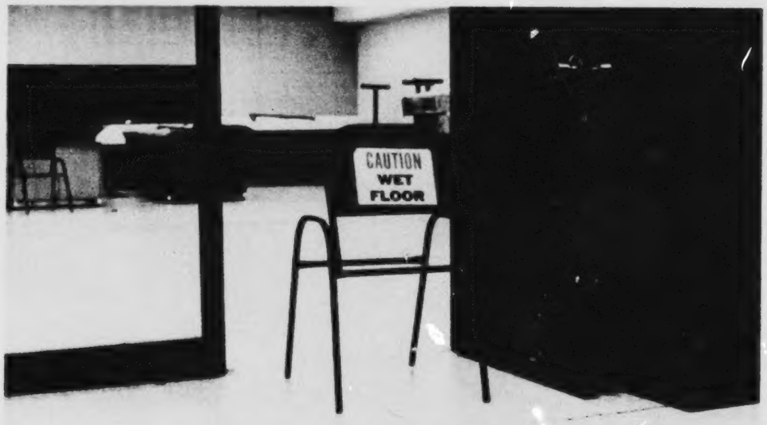


E. Place rinse and solution buckets on drip mats

JOB SHEET #6

F. Set out wet floor signs (Figure 87)

FIGURE 87


CAUTION
WET
FLOOR

G. Move furniture (Figure 88)

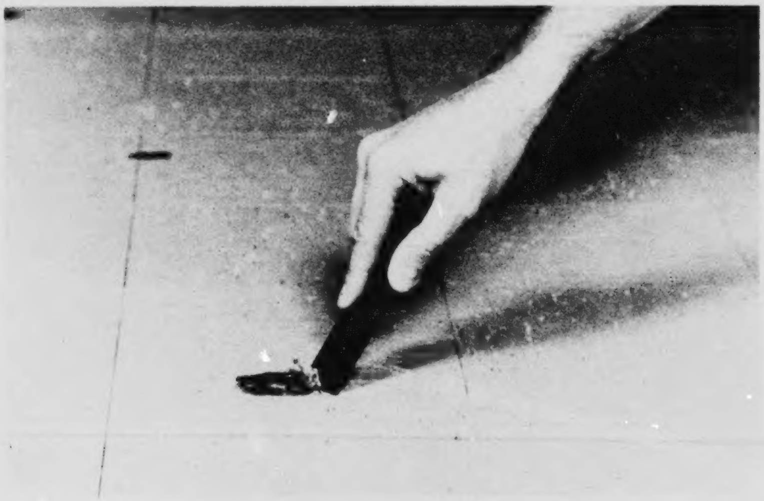
(NOTE: Large rooms or areas should be cleaned in sections.)

FIGURE 88

JOB SHEET #6

H. Remove tar, gum, and other substances with putty knife (Figure 89)

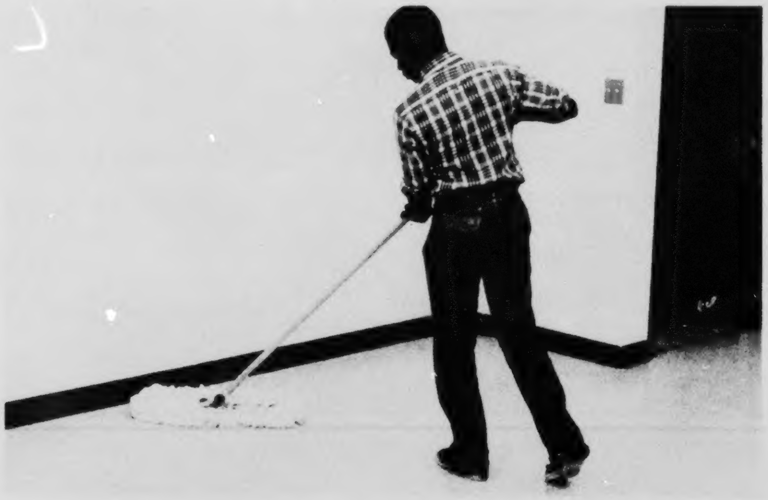
FIGURE 89



I. Dust mop area with treated dust mop (Figure 90)

(NOTE: See Job Sheet #4--Dust Mop a Floor Using the Push Method.)

FIGURE 90

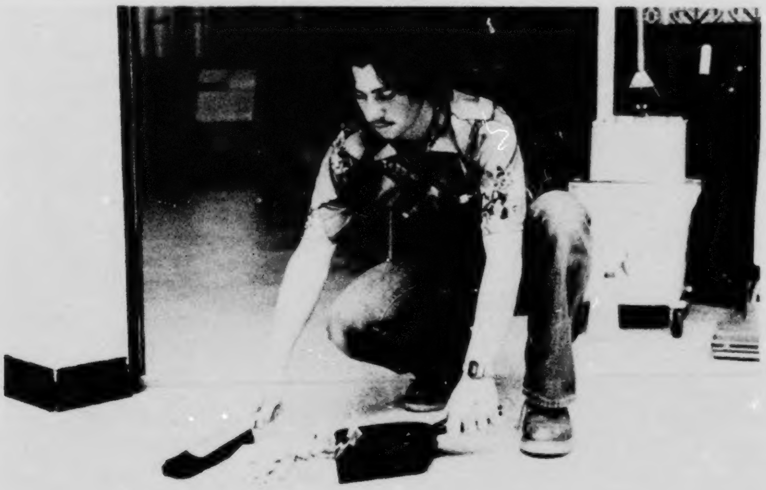


JOB SHEET #6

J. Pick up trash and sweepings using counter brush and dustpan (Figure 91)

(NOTE: Do not put trash or sweepings into room wastebasket.)

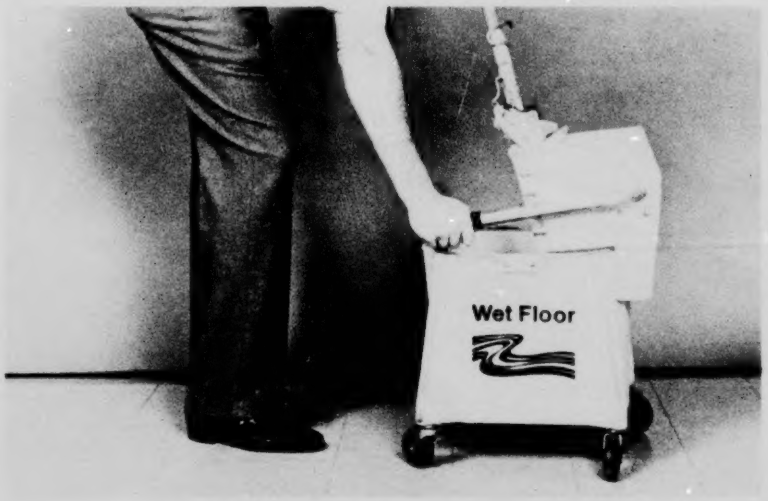
FIGURE 91



K. Wet mop area to be cleaned

1. Wring out solution mop but leave wet (Figure 92)

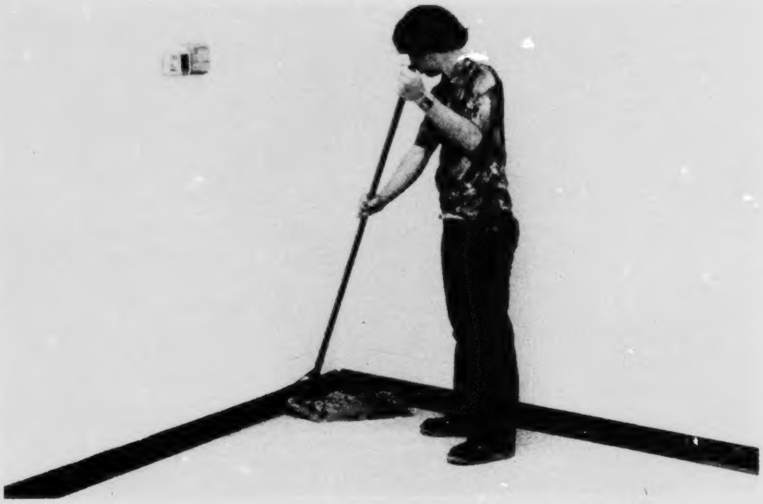
FIGURE 92



JOB SHEET #6

2. Start mopping at area farthest from where you will leave room (Figure 93)

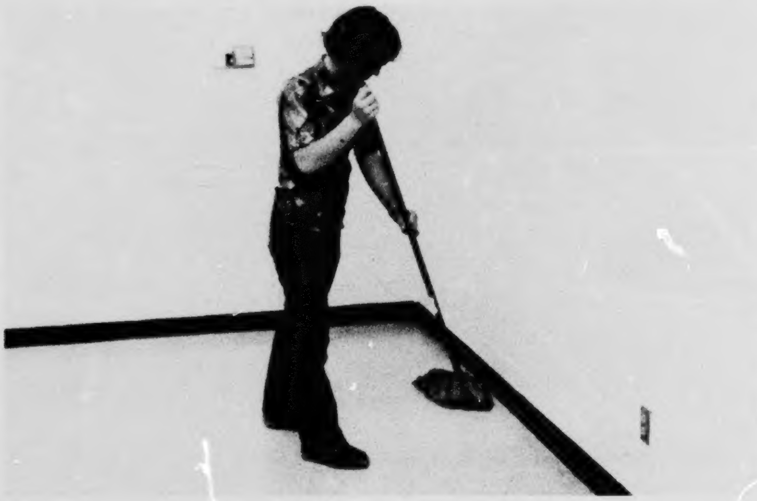
FIGURE 93



3. Outline area to be mopped (Figure 94)

(NOTE: When mopping a large room, outline and mop in sections.)

FIGURE 94

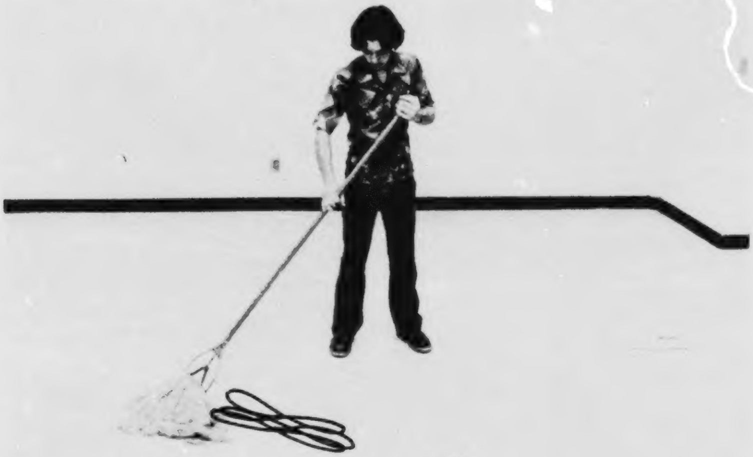


JOB SHEET #6

4. Use figure eight method of mopping (Figure 95)

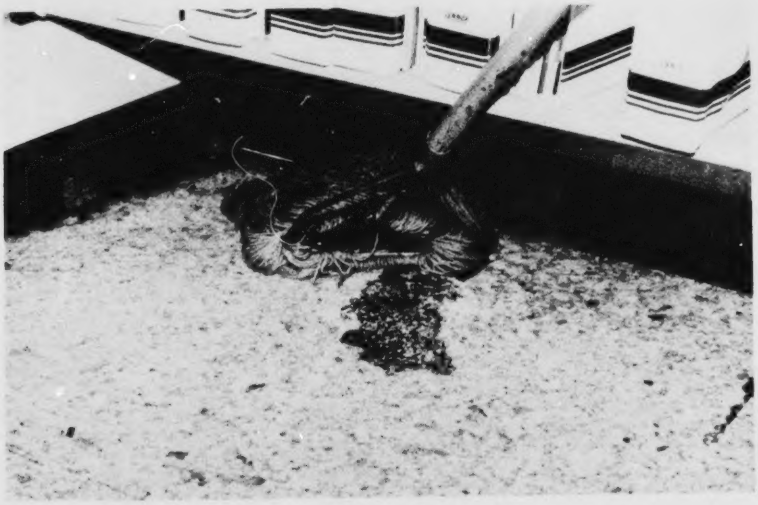
   (NOTE: Do not splash baseboard or walls.)

FIGURE 95



5. Remove stains and scuff marks by rubbing firmly with heel of mop (Figure 96)

FIGURE 96



6. Leave floor wet with solution

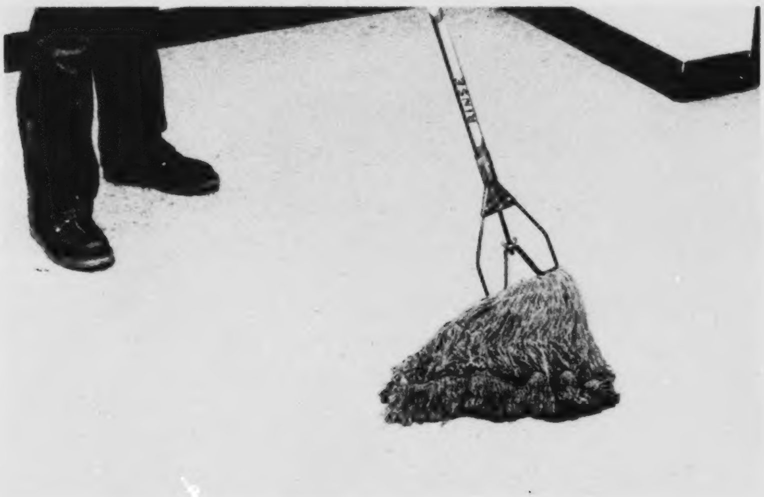
   (CAUTION: DO NOT FLOOD FLOOR.)

JOB SHEET #6

L. Rinse floor using clean water and clean rinse mop (Figure 97)

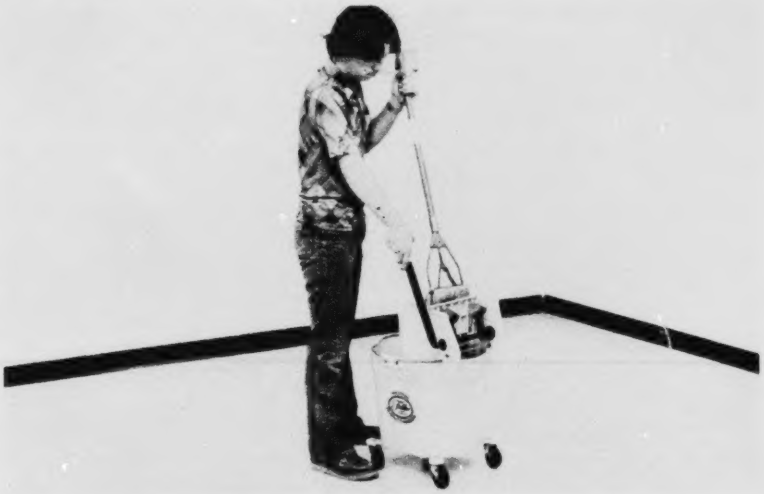
(NOTE: Rinse may contain a disinfectant.)

FIGURE 97



M. Wring out rinse mop (Figure 98)

FIGURE 98



JOB SHEET #6

N. Repeat rinsing until all solution and soiled water has been removed

O. Wring out mop very dry on final rinse

P. Move to next area repeating above steps

Q. Let floor dry

R. Return furniture to original position

S. Remove wet floor signs

T. Clean and store equipment

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #7--DEEP SCRUB A RESILIENT TILE COVERED FLOOR AND RECOAT WITH FINISH

I. Equipment and supplies (Figures 99 and 100)

A. Synthetic liquid detergent

B. Water

C. Mops, 2

D. Mop buckets with wringers, 2

(NOTE: One wringer may be moved from one bucket to the other.)

E. Measuring cup

F. Graduated pail

G. Treated dust mop

H. Counter brush

I. Dustpan

J. Wet floor signs

K. Drip mat

L. Disinfectant rinse (optional)

(NOTE: Check with supervisor.)

M. Floor machine (buffer) with pad holder

N. Green scrubbing pad

O. Wet vacuum with floor pick-up tool

P. Putty knife

Q. Deck brush

FIGURE 99

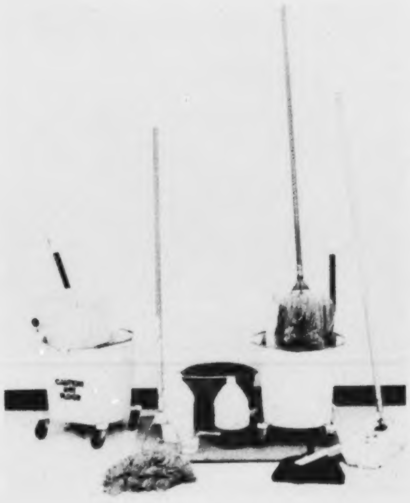
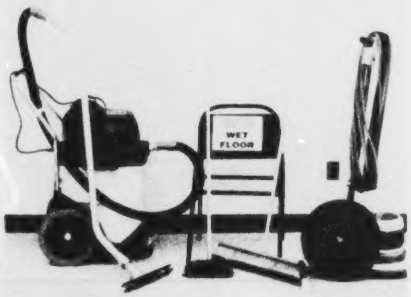


FIGURE 100



JOB SHEET #7

II. Procedure

A. Gather equipment and supplies

B. Mix scrubbing solution

(NOTE: See Job Sheet #1--Mix Cleaning Solutions Following Manufacturer's Directions and Observing Safety Rules.)

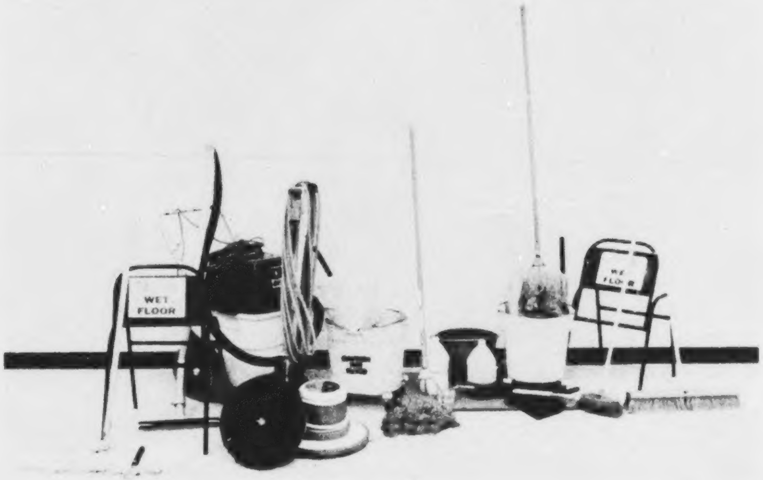
C. Prepare rinse water

(NOTE: Disinfectant may be added to final rinse.)

D. Carry rinse, scrubbing solution, and equipment to room to be cleaned

(NOTE: If room is small, locate equipment outside room. Do not place in doorway or traffic lane. See Figure 101.)

FIGURE 101

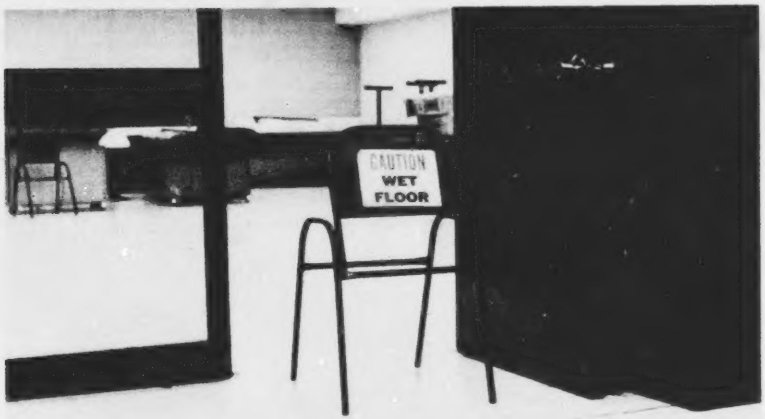


JOB SHEET #7

E. Place rinse and solution buckets on drip mats

F. Set out wet floor signs (Figure 102)

FIGURE 102



G. Move furniture (Figure 103)

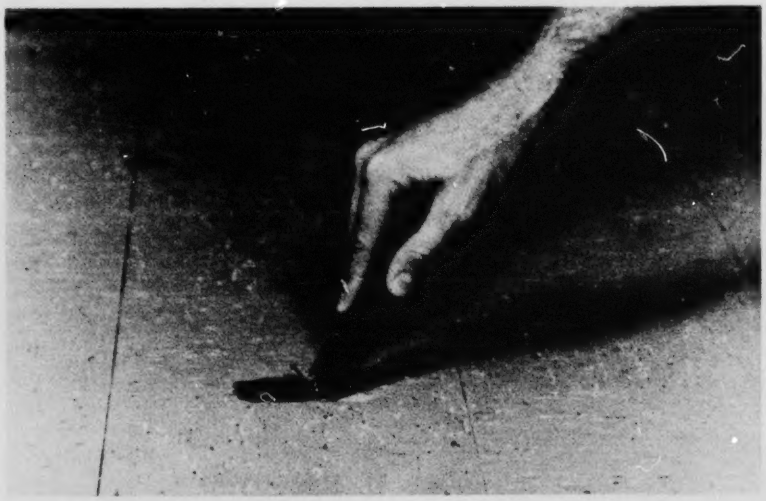
(NOTE: Large rooms or areas should be cleaned in sections.)

FIGURE 103

JOB SHEET #7

H. Remove tar, gum, and other substances from floor with putty knife (Figure 104)

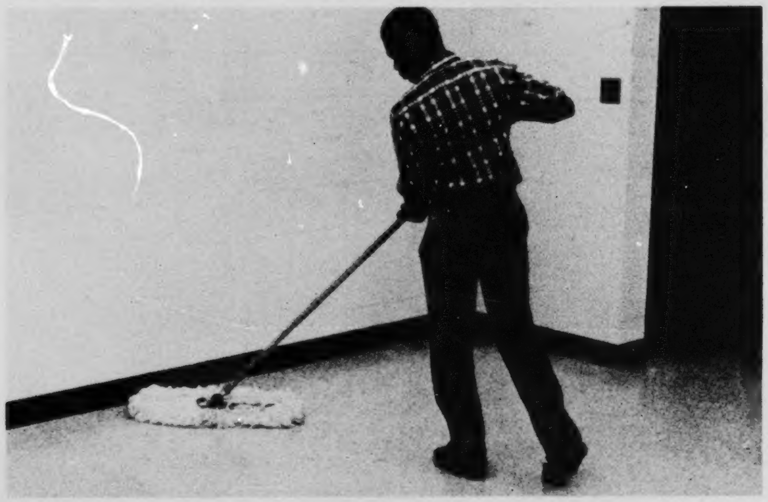
FIGURE 104



I. Dust mop area with treated dust mop (Figure 105)

(NOTE: See Job Sheet #4--Dust Mop a Floor Using the Push Method.)

FIGURE 105

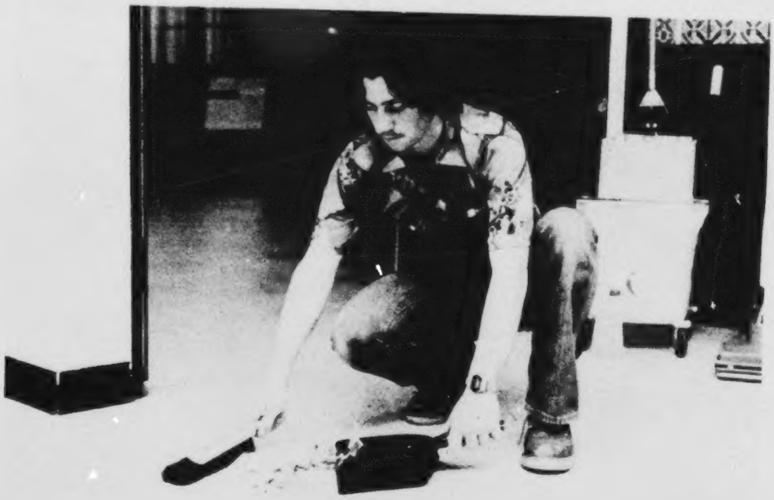


JOB SHEET #7

J. Pick up trash and floor sweepings using counter brush and dustpan (Figure 106)

(NOTE: Do not put trash and sweepings into room wastebasket.)

FIGURE 106



K. Deep scrub area to be cleaned

1. Move floor machine (buffer) to work area

   (NOTE: Select area farthest from exit door to start.)

JOB SHEET #7

2. Install pad holder and scrubbing pad on machine (Figures 107 and 108)

   (CAUTION: DO NOT INSTALL HOLDER OR PAD WITH MACHINE PLUGGED INTO AN ELECTRICAL OUTLET.)

FIGURE 107

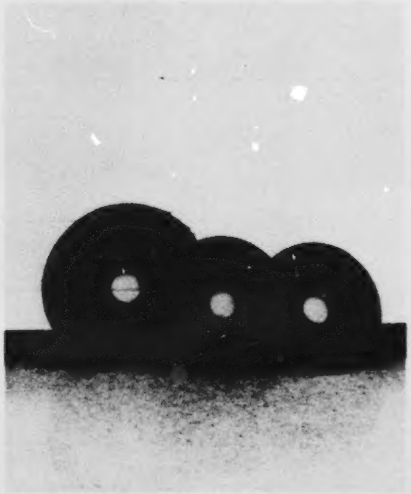
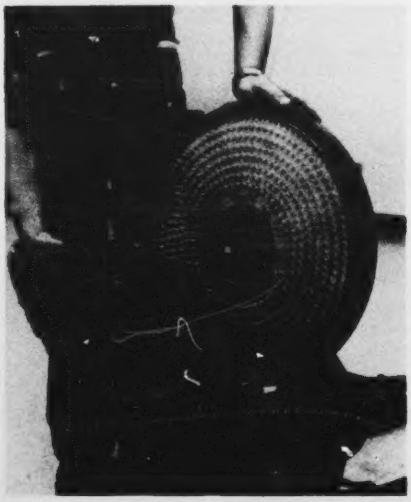


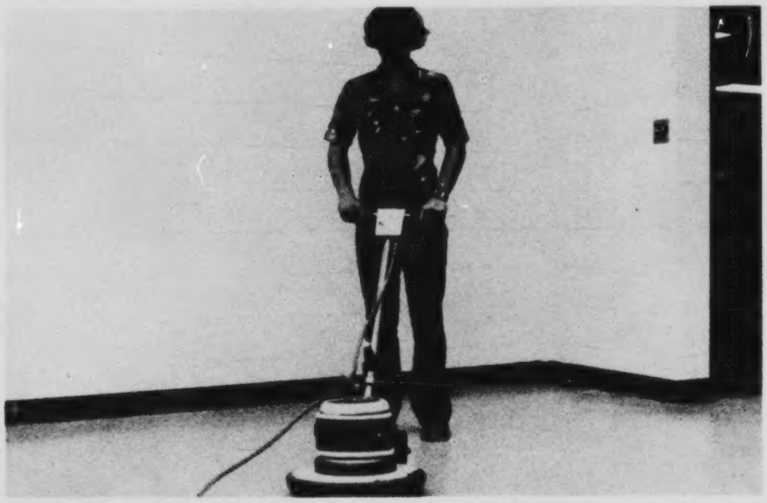
FIGURE 108



3. Adjust floor machine handle to desired height (Figure 109)

   (CAUTION: DO NOT ADJUST HANDLE WITH MACHINE PLUGGED INTO AN ELECTRICAL OUTLET.)

FIGURE 109

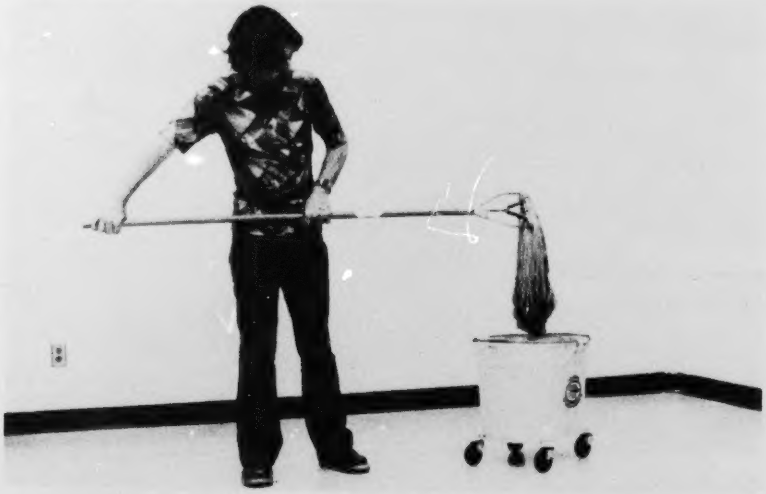


JOB SHEET #7

4. Dip a clean mop in solution bucket and remove
5. Hold mop over bucket, letting excess solution drain back into bucket (Figure 110)

   (NOTE: Do not wring out.)

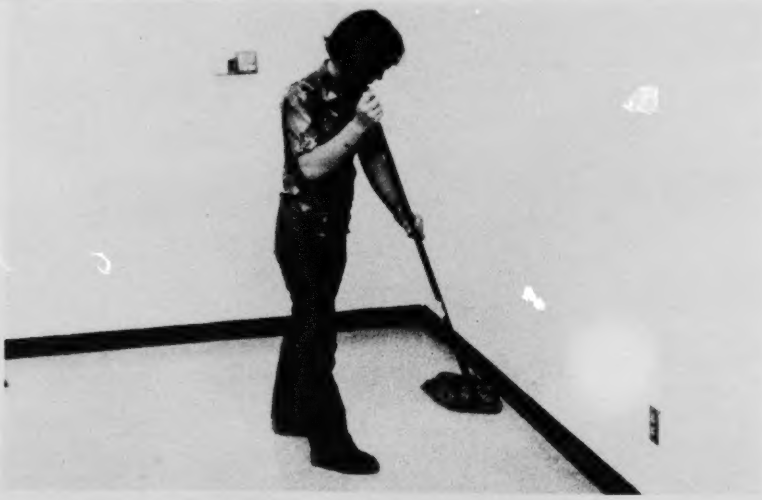
FIGURE 110



6. Stripe the baseboard, and outline section to be scrubbed (Figure 111)

   (NOTE: To stripe, drag mop along the baseboard, outlining area. Stay one inch from wall.)

FIGURE 111



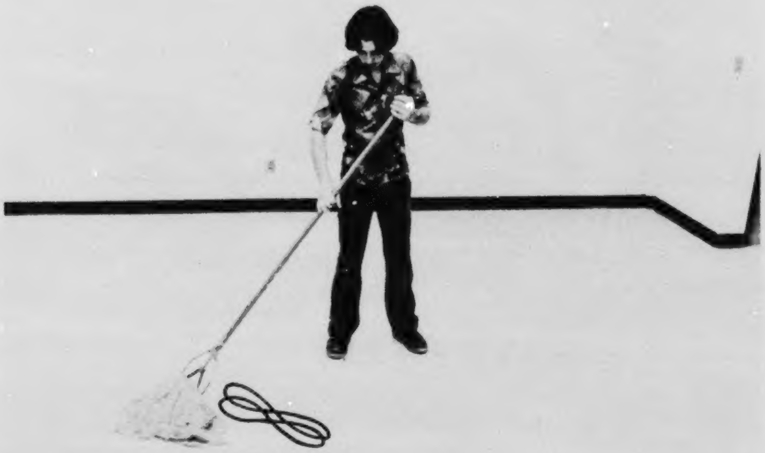
JOB SHEET #7

7. Lay down detergent solution, using figure-eight method, covering an area approximately 6 feet x 20 feet (Figure 112)

   (NOTE: Dip mop in solution as required to wet section completely before scrubbing.)

   (CAUTION: DO NOT FLOOD OR SPLASH BASEBOARD AND WALLS.)

FIGURE 112



8. Let solution stand for 3 to 5 minutes

   (NOTE: Do not let floor dry out.)

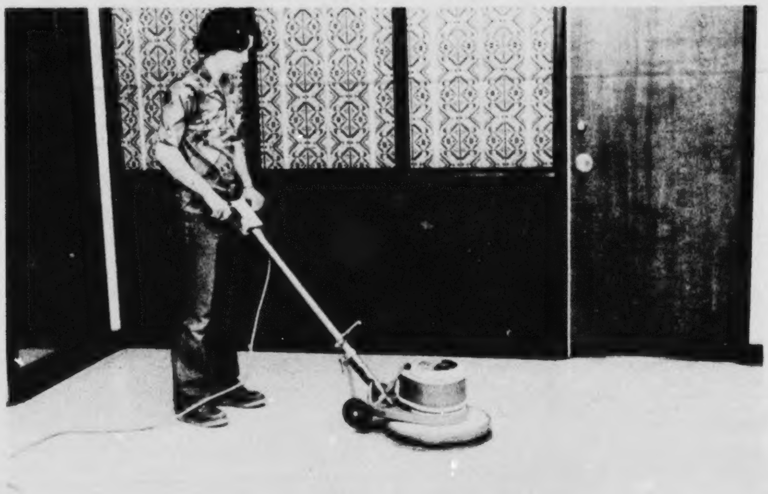
9. Plug in floor machine

JOB SHEET #7

10. Scrub floor using a side-to-side motion, working backwards, overlapping each stroke (Figure 113)

    (NOTE: Raise handle up slightly to move machine to the right. Lower handle slightly to move machine to the left.)

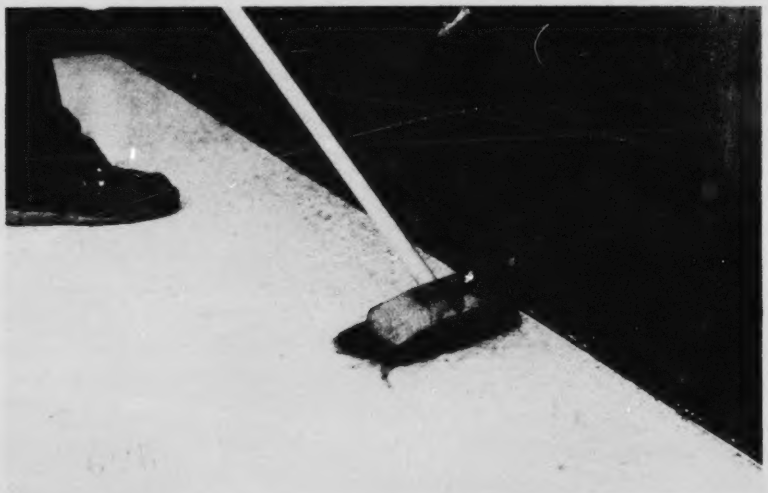
FIGURE 113



11. Wet floor as needed to keep from drying

L. Scrub corners using deck brush (Figure 114)

FIGURE 114



JOB SHEET #7

M. Pick up dirty detergent solution using a wet vacuum (Figure 115)

(NOTE: If wet vacuum is not available, wring out solution mop to pick up dirty solution. See Figure 116. Continue wringing and picking up until all dirty solution is picked up.)

FIGURE 115

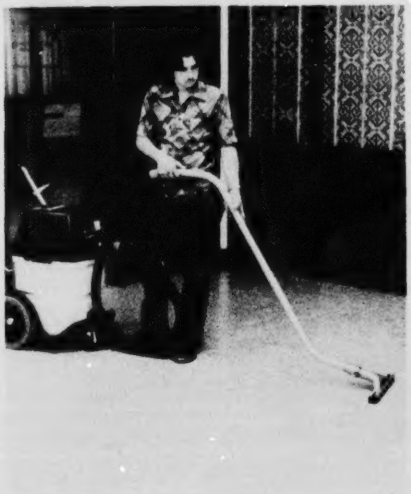
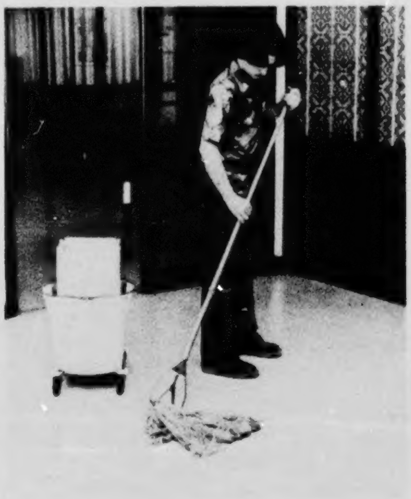
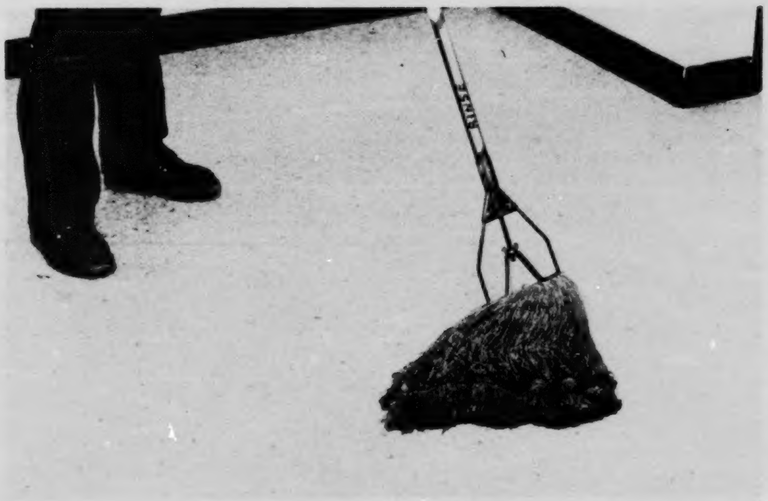


FIGURE 116



N. Rinse floor, using clean water and clean mop (Figure 117)

FIGURE 117



JOB SHEET #7

O. Check and wipe baseboards, walls, and furniture as needed

P. Repeat rinsing until all solution and soiled water has been removed

(NOTE: Change rinse water when dirty.)

Q. Wring out rinse mop very dry on final rinse

R. Move to next area repeating above steps until entire room or area is completed

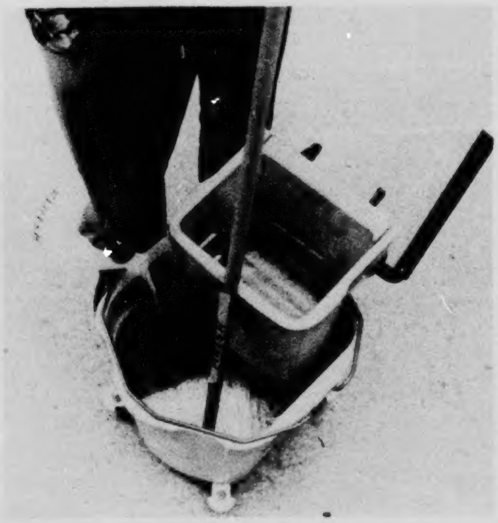
S. Let floor dry

T. Recoat floor with finish

1. Use clean mop and bucket
2. Place mop in bucket
3. Pour finish over mop head (Figure 118)

   (NOTE: Exact amount depends upon room size.)

FIGURE 118



4. Dip mop in finish

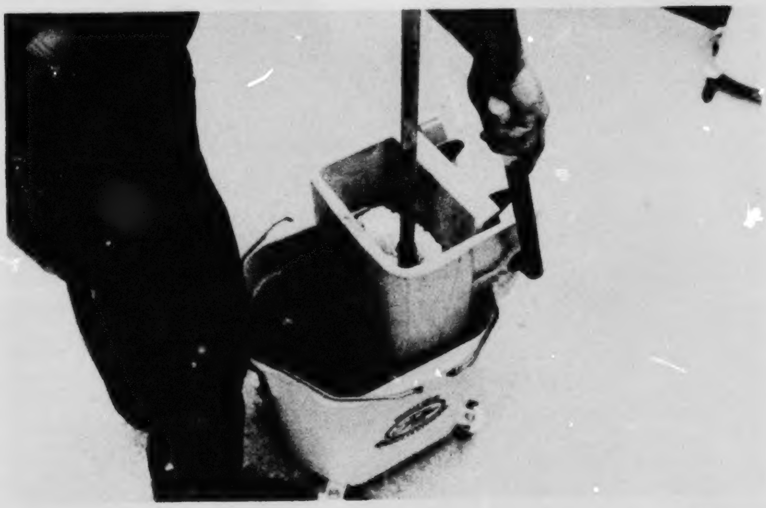
   (NOTE: Do not cause finish to foam.)

JOB SHEET #7

5. Wring out mop until damp (Figure 119)

   (NOTE: If mop drags, it is too dry.)

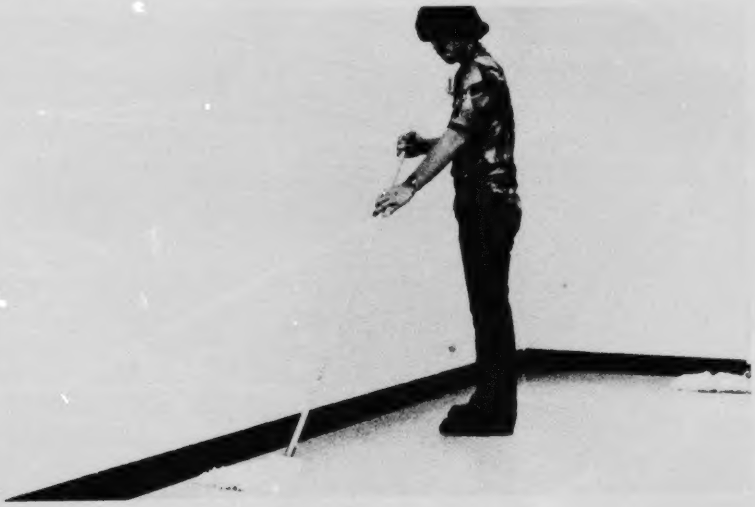
FIGURE 119



6. Outline area to be finished (Figure 120)

   (NOTE: Stay one foot from baseboard to prevent buildup of finish.)

FIGURE 120

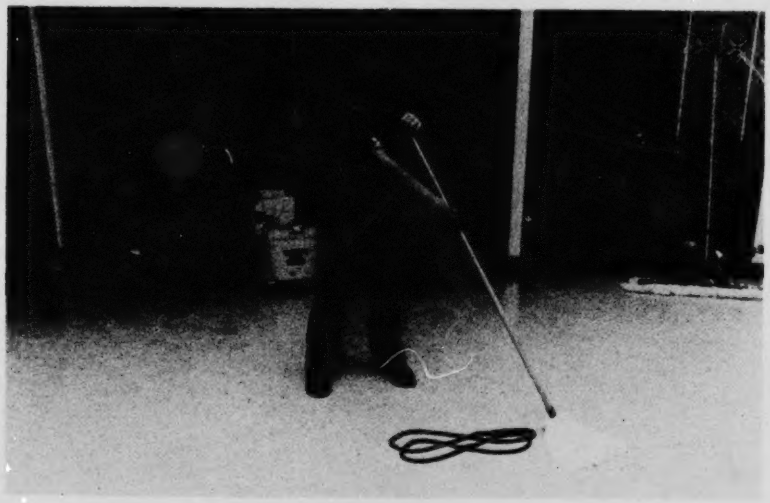


JOB SHEET #7

7. Apply thin, even coat of finish, using figure-eight method and overlapping each stroke (Figure 121)

   (NOTE: If two coats are required, apply second coat in the opposite direction after first coat has dried thoroughly.)

FIGURE 121



8. Let floor dry thoroughly

U. Return furniture to original position

V. Remove wet floor signs

W. Clean and store equipment

   (NOTE: Wash out scrubbing pad.)

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #8--STRIP AND REFINISH A RESILIENT TILE COVERED FLOOR USING NON-BUFFABLE HARD FINISH

I. Equipment and supplies (Figures 122 and 123)

A. Floor stripper

B. Water

C. Floor finish

D. Floor sealer

E. Mops, 3

F. Mop buckets with wringers, 3

G. Measuring cup

H. Graduated pail

I. Treated dust mop

J. Counter brush

K. Dustpan

L. Wet floor signs

M. Drip mat

N. Floor machine (buffer with pad holder

O. Black scrubbing pad

P. Putty knife

Q. Deck brush

R. Wet vacuum with floor pick-up tool

FIGURE 122

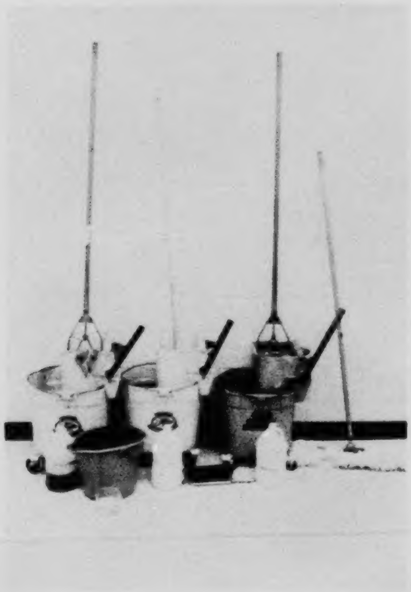
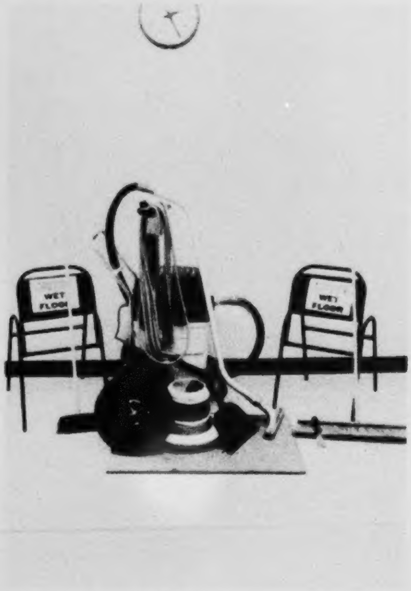


FIGURE 123



JOB SHEET #8

II. Procedure

A. Gather equipment and supplies

B. Mix stripping solution

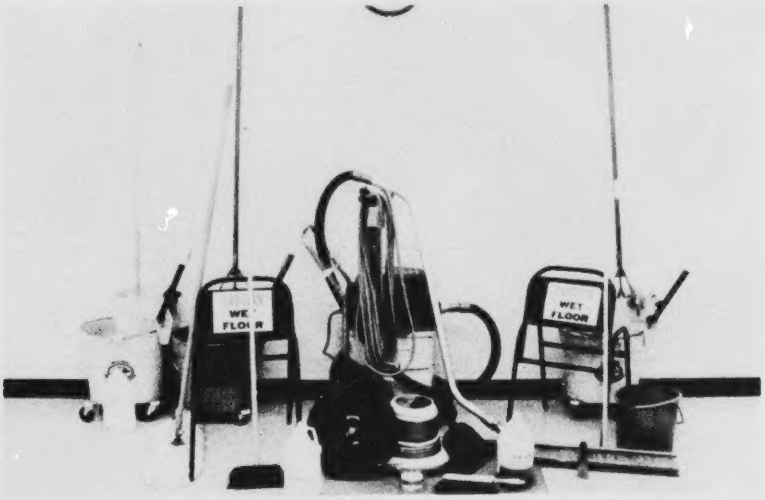
(NOTE: See Job Sheet #1--Mix Cleaning Solutions Following Manufacturer's Directions and Observing Safety Rules.)

C. Prepare rinse water

D. Carry rinse, scrubbing solution, finish, sealer, and equipment to room to be refinished

(NOTE: If room is small, locate equipment outside room. Do not block doorway or traffic lanes; see Figure 124.)

FIGURE 124

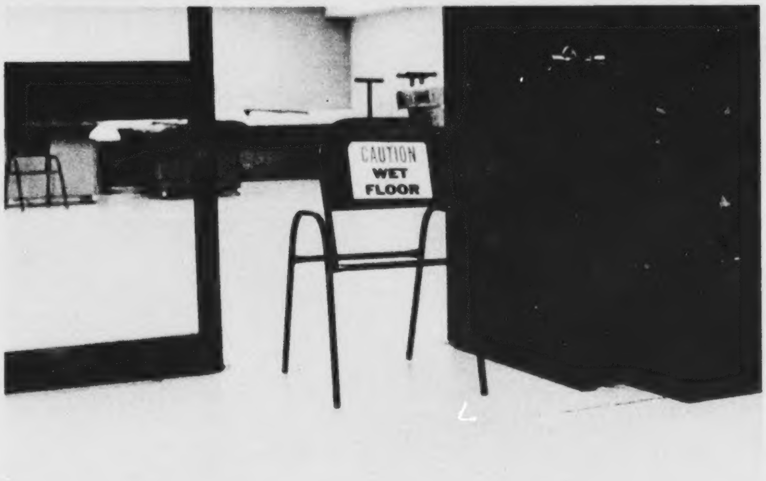


E. Place rinse, finish, and solution buckets on drip mats

JOB SHEET #8

F. Set out wet floor signs (Figure 125)

FIGURE 125



G. Move furniture

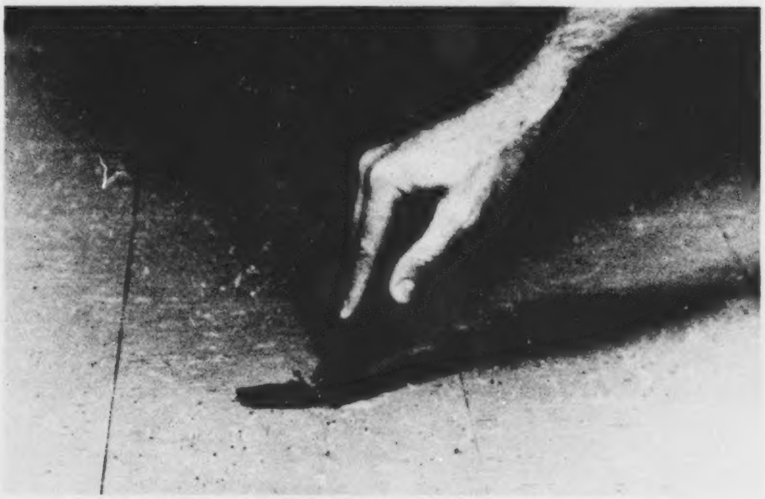
(NOTE: Large rooms or a large area should be refinished in sections. Seek help or use hand trucks to move large and heavy furniture; see Figure 126.)

FIGURE 126

JOB SHEET #8

H. Remove tar, gum, and other substances with putty knife (Figure 127)

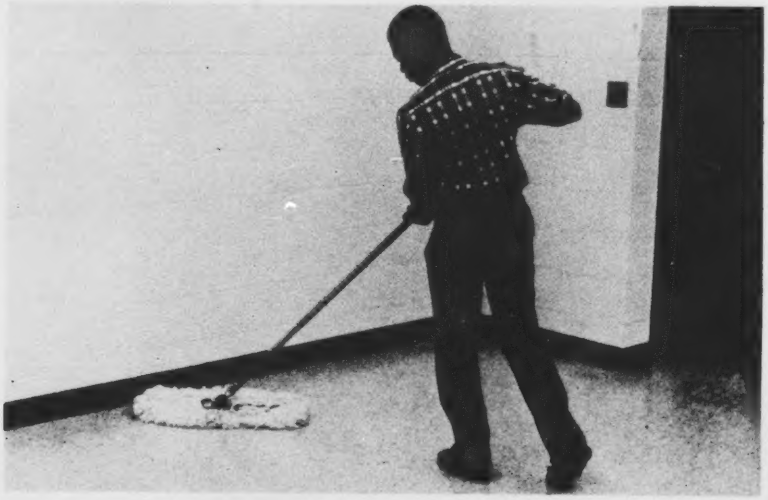
FIGURE 127



I. Use treated dust mop to dust mop area to be refinished (Figure 128)

(NOTE: See Job Sheet #4--Dust Mop a Floor Using the Push Method.)

FIGURE 128

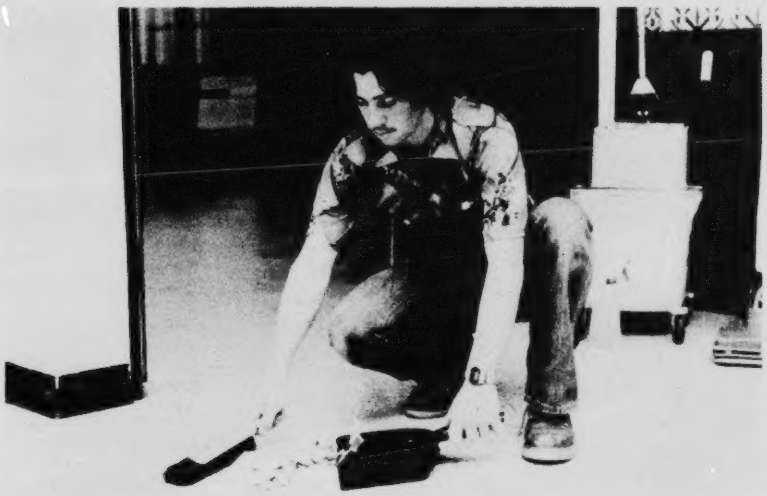


JOB SHEET #8

J. Pick up trash and floor sweepings using a broom and dustpan (Figure 129)

(NOTE: Do not put trash and sweepings into room wastebasket.)

FIGURE 129



K. Strip floor

1. Put on protective clothing

   (NOTE: Rubber boots may be worn for better footing.)

2. Move floor machine (buffer) to work area

   (NOTE: Select area farthest from exit door to start.)

JOB SHEET #8

3. Install pad holder and scrubbing pad on floor machine (Figures 130 and 131)

   (CAUTION: DO NOT INSTALL HOLDER AND PAD OR ADJUST HANDLE WITH MACHINE PLUGGED INTO ELECTRICAL OUTLET.)

FIGURE 130

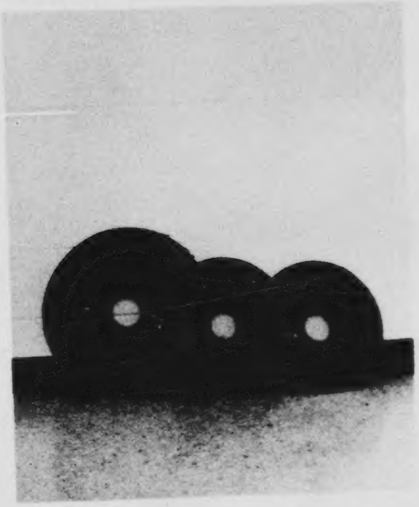
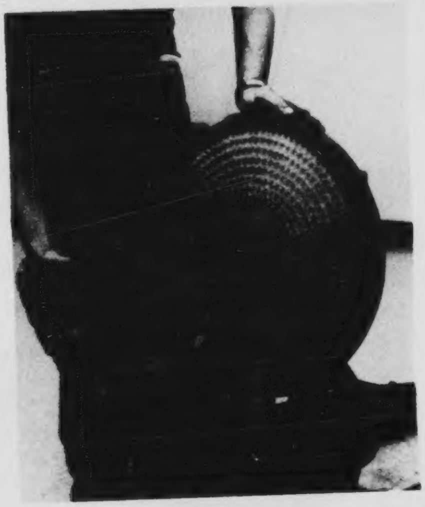


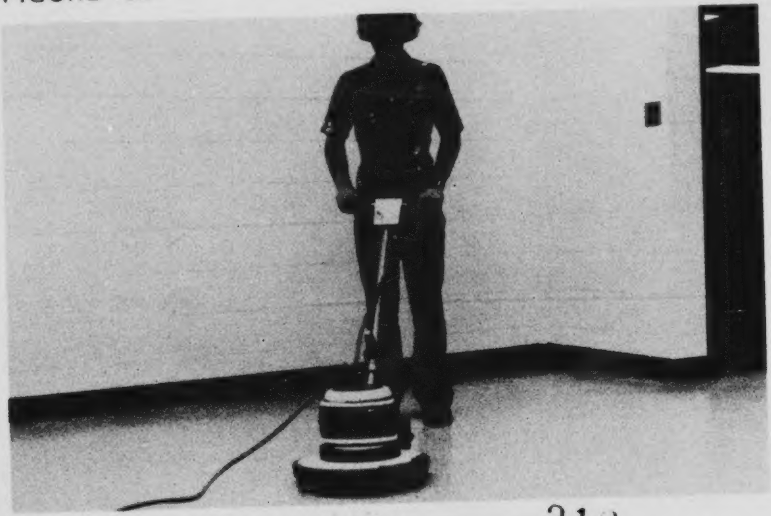
FIGURE 131



4. Adjust floor machine handle to desired height (Figure 132)

   (NOTE: Arms should have a relaxed, natural feeling.)

FIGURE 132

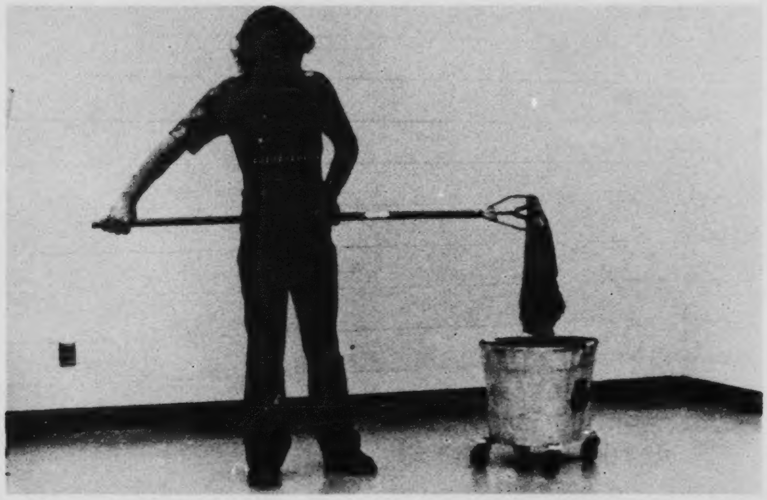


JOB SHEET #8

5. Dip a clean mop into stripping solution bucket and remove
6. Hold wet mop over bucket, letting excess solution drain back into bucket (Figure 133)

   (NOTE: Do not wring out.)

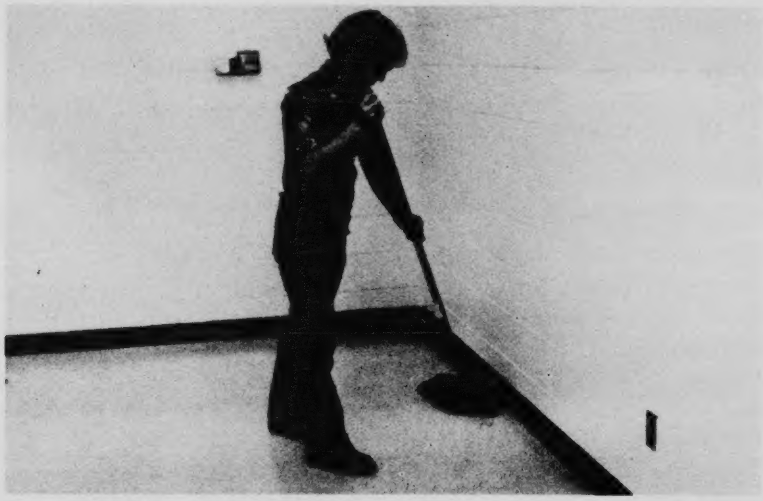
FIGURE 133



7. Stripe the baseboard and outline the section to be scrubbed (Figure 134)

   (NOTE: To stripe, drag mop along the baseboard, outlining area. Stay one inch from wall.)

FIGURE 134



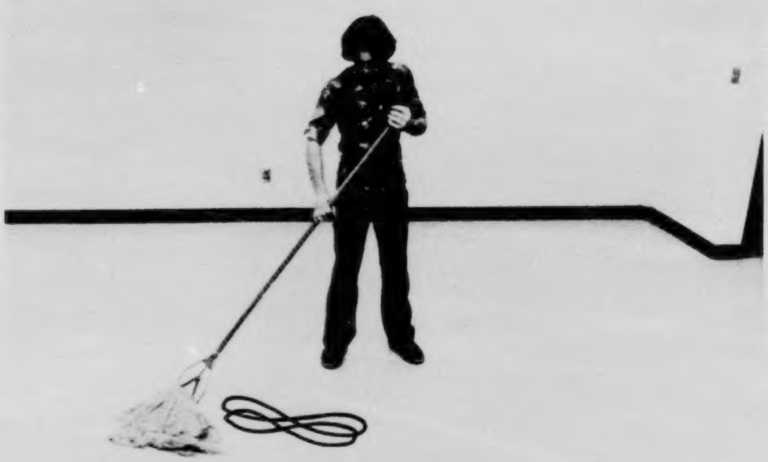
JOB SHEET #8

8. Lay down stripping solution, using figure-eight method; cover an area approximately 6 feet x 20 feet (Figure 135)

   (NOTE: Dip mop in stripping solution as required to completely wet section to be stripped.)

   (CAUTION: DO NOT FLOOD FLOOR OR SPLASH BASEBOARD AND WALLS.)

FIGURE 135



9. Let solution stand 3 to 5 minutes

   (NOTE: Drying time is affected by humidity, weather, air conditioning, and heating.)

   (CAUTION: DO NOT LET FLOOR DRY.)

10. Plug in floor machine

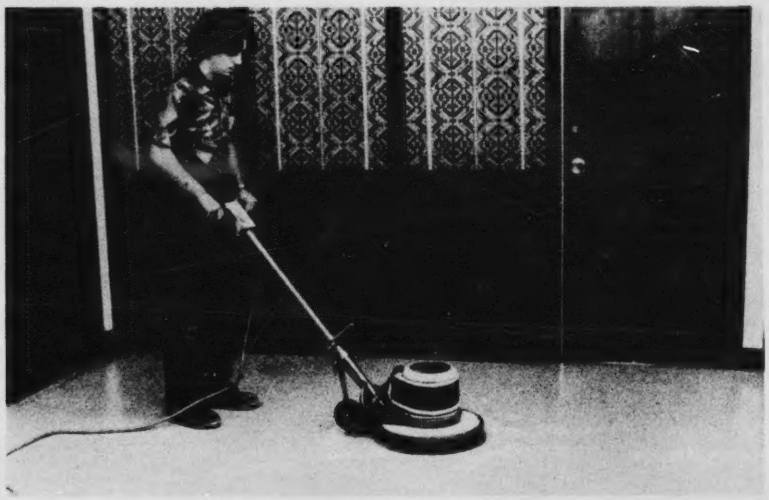
    (CAUTION: BECAUSE OLD FINISH MIXES WITH STRIPPING SOLUTION, FLOOR WILL BE VERY SLIPPERY.)

JOB SHEET #8

11. Scrub floor using a side-to-side motion, working backwards, overlapping each stroke (Figure 136)

    (NOTE: Raise handle slightly to move machine to the right. Lower handle slightly to move machine to the left.)

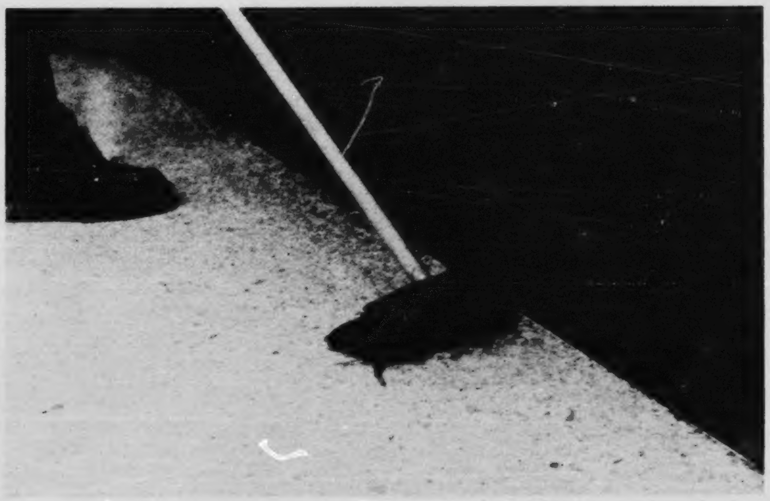
FIGURE 136



12. Wet floor as needed to keep from drying

L. Scrub corners and edges using deck brush (Figure 137)

FIGURE 137



JOB SHEET #8

M. Pick up dirty stripping solution using wet vacuum (Figure 138)

(CAUTION: DO NOT LET FLOOR DRY.)

(NOTE: If wet vacuum is not available, wring out solution mop and pick up dirty solution. See Figure 139. Continue wringing and picking up until all stripping solution is picked up.)

FIGURE 138

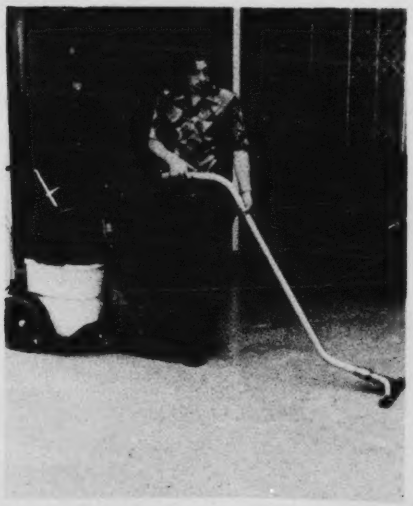
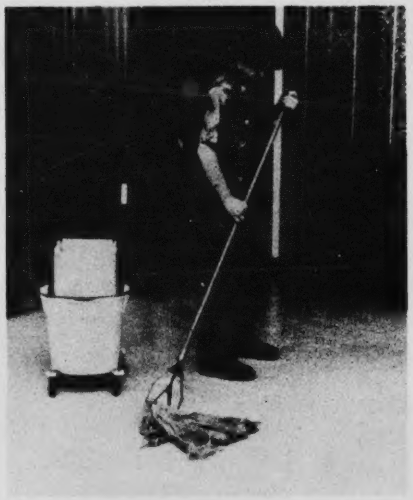
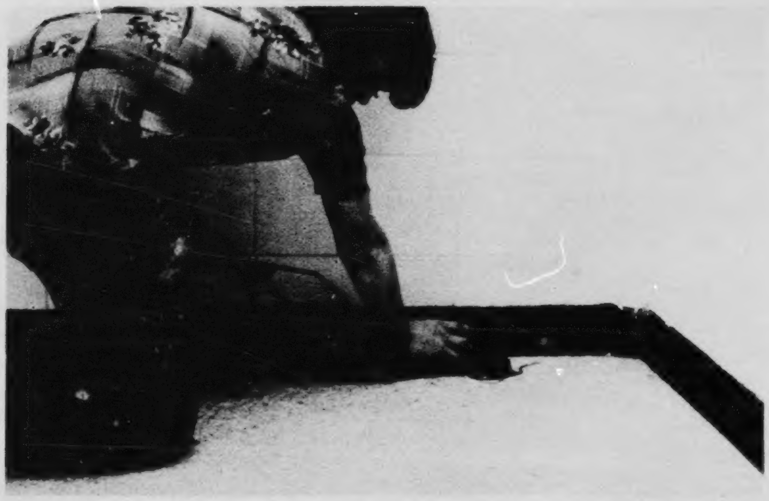


FIGURE 139



N. Check and wipe baseboards, walls, and furniture as needed (Figure 140)

FIGURE 140



JOB SHEET #8

O. Rinse floor using clean water and a clean mop

P. Repeat rinsing until all solution and soiled water has been removed

(NOTE: Change rinse water when dirty.)

Q. Wring out rinse mop very dry on final rinse

R. Move to next area repeating above steps until entire room or area is completed

(NOTE: In large rooms or hallways, it may be necessary to apply finish before moving to next area.)

S. Let floor dry

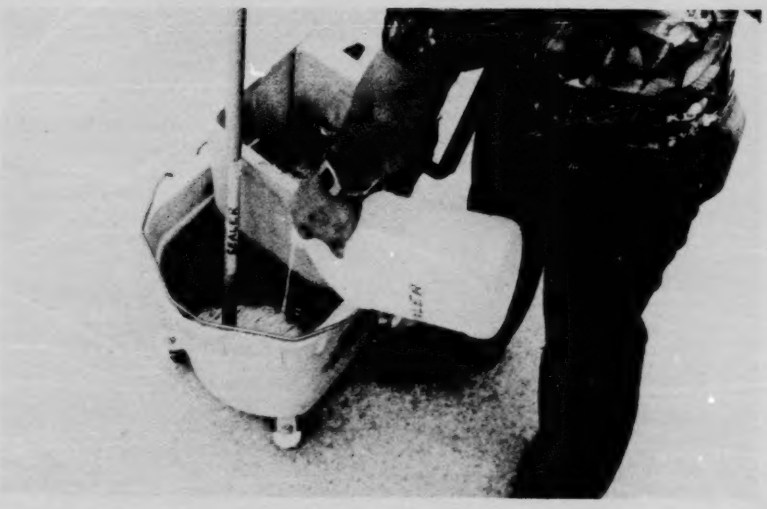
(NOTE: Floor must be completely dry before applying finish.)

T. Refinish floor

1. Apply sealer
   - a. Use clean mop and mop bucket
   - b. Place mop in bucket
   - c. Pour about one gallon of sealer over mop (Figure 141)

     (NOTE: Exact amount depends upon room size.)

FIGURE 141



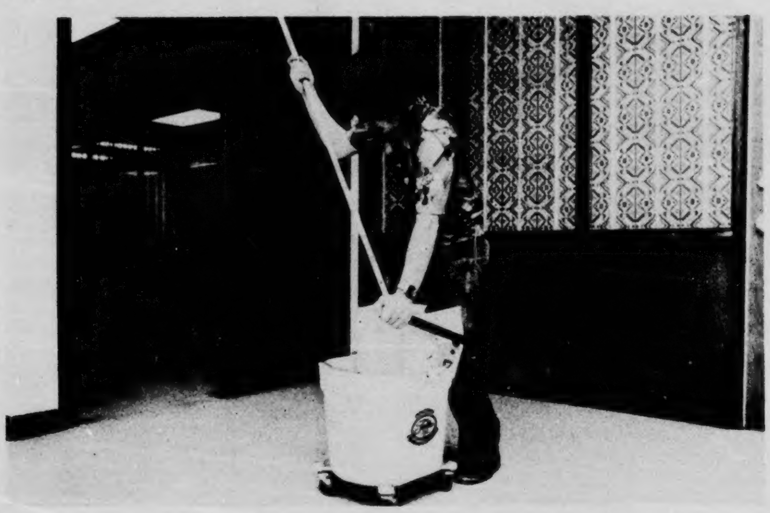
JOB SHEET #8

d. Dip mop carefully into sealer

e. Wring out mop until damp (Figure 142)

(NOTE: If mop drags, it is too dry.)

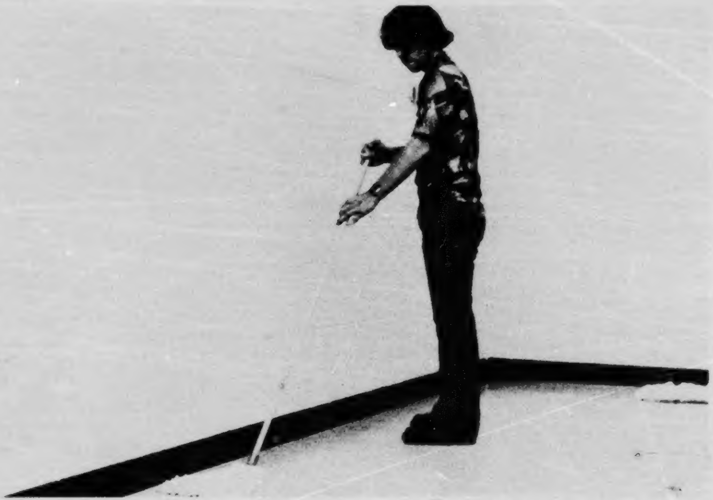
FIGURE 142



f. Outline area to be sealed (Figure 143)

(NOTE: Stay about one inch from baseboard, being careful not to get sealer on baseboard.)

FIGURE 143

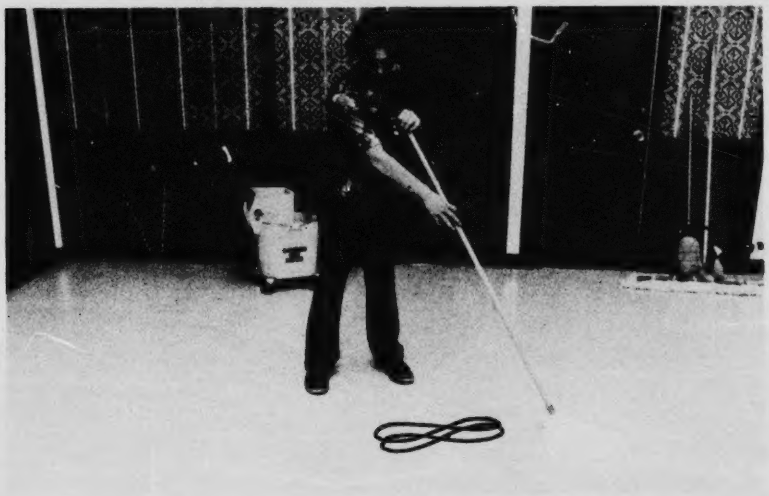


JOB SHEET #8

g. Apply first coat of sealer on the rest of area, using figure-eight method and overlapping each stroke (Figure 144)

(NOTE: Apply a thin, even coat.)

FIGURE 144



h. Let floor dry thoroughly between each coat of sealer

(NOTE: Follow manufacturer's or instructor's directions.)

i. Apply second coat, using figure eight method and overlapping each stroke

(NOTE: To prevent buildup of finish, stay at least one foot away from baseboard on all but first coat.)

2. Apply finish

   a. Use clean mop and bucket

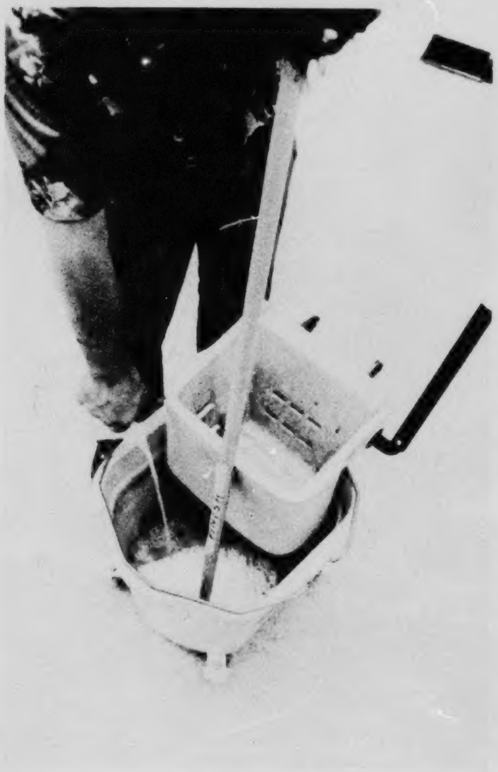
   b. Place mop in mop bucket

JOB SHEET #8

c. Pour about 1/2 gallon of finish over mop (Figure 145)

(NOTE: Exact amount depends upon room size.)

FIGURE 145



d. Dip mop in finish

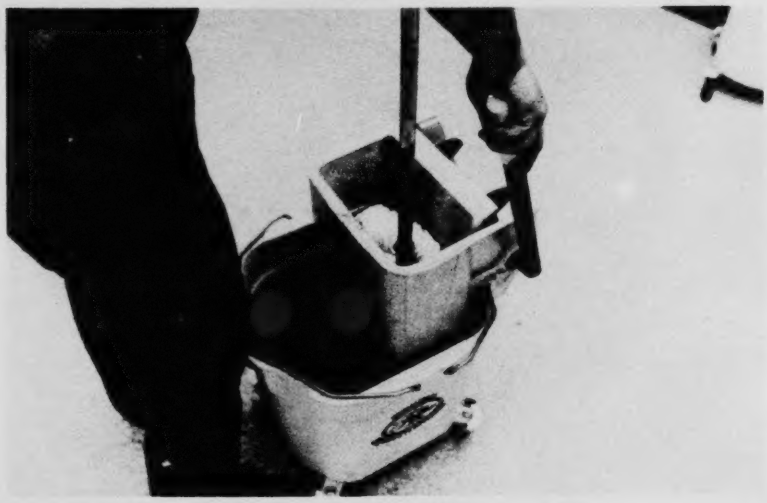
(NOTE: Do not cause finish to foam.)

JOB SHEET #8

e. Wring out mop until damp (Figure 146)

(NOTE: If mop drags, it is too dry.)

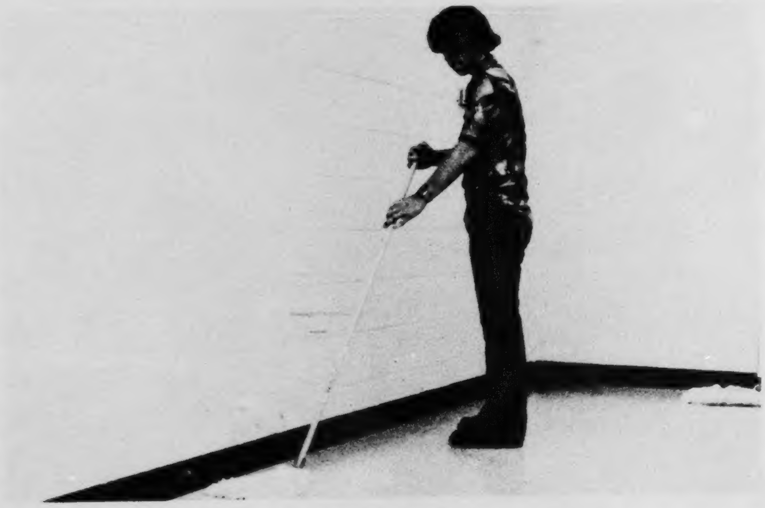
FIGURE 146



f. Outline area to be finished (Figure 147)

(NOTE: Stay one foot from baseboard to prevent buildup of finish.)

FIGURE 147

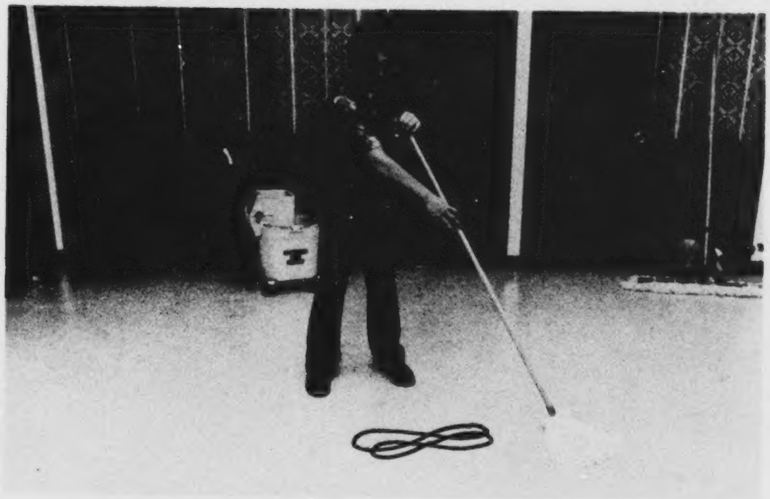


JOB SHEET #8

g. Apply first coat of finish on rest of area, using figure-eight method and overlapping each stroke (Figure 148)

(NOTE: Apply a thin, even coat.)

FIGURE 148



h. Let floor dry thoroughly between each coat of finish

(NOTE: Follow manufacturer's or instructor's directions.)

i. Apply second coat of finish in opposite direction, using figure eight method and overlapping each stroke

(NOTE: To prevent buildup of finish, stay one foot away from baseboard.)

j. Let floor dry thoroughly

k. Apply third coat if area is high traffic area

U. Return furniture to original position

V. Clean and store equipment

(NOTE: Wash out thoroughly all mops used for finishing.)

W. Remove wet floor signs

RESILIENT FLOOR CARE
UNIT III

JOB SHEET #9--SPRAY BUFF A RESILIENT TILE COVERED FLOOR

I. Equipment and supplies (Figure 149)

A. Treated dust mop

B. Dustpan

C. Broom

D. Floor machine (buffer) with pad holder

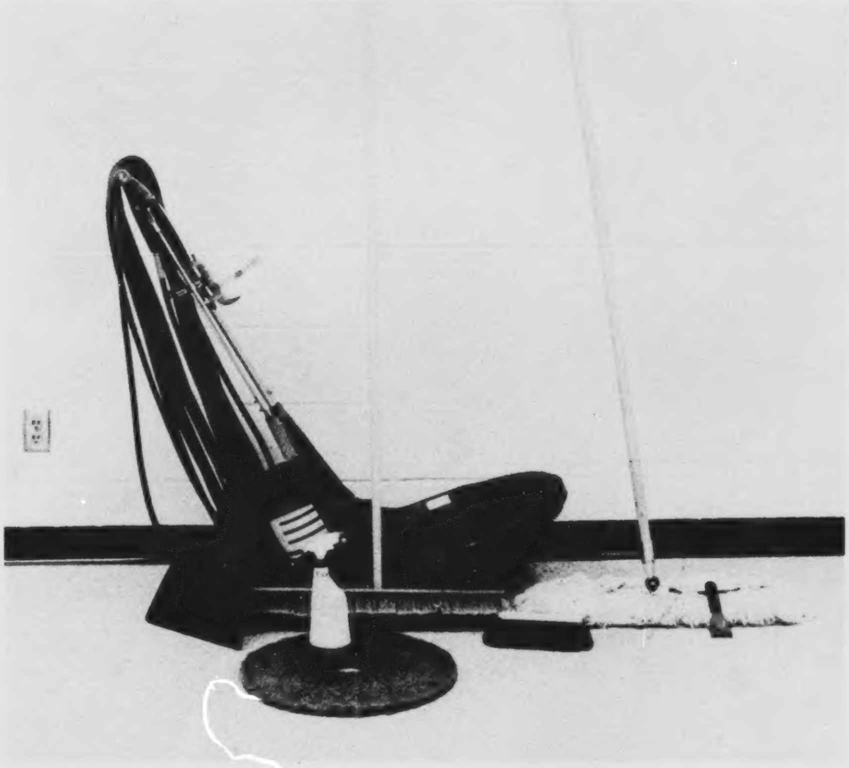
E. Red spray buffing pad

F. Spray bottle filled with floor finish

(NOTE: Use the same kind of finish that was used to refinish the floor.)

G. Putty knife

FIGURE 149



JOB SHEET #9

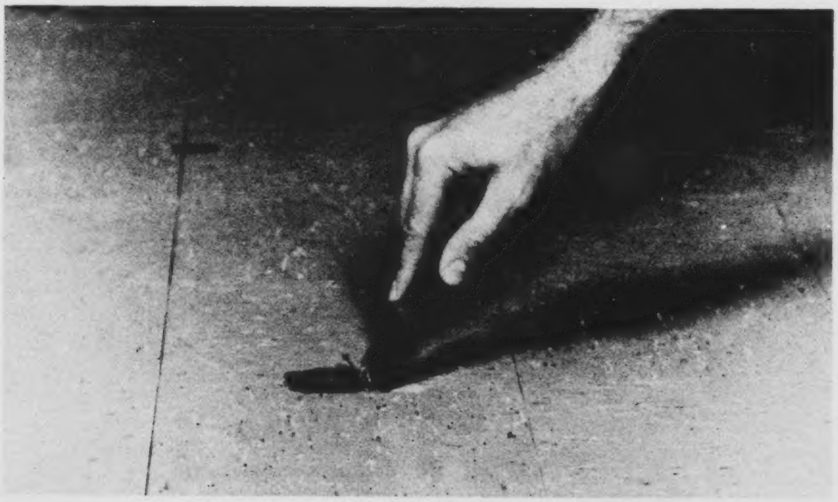
II. Procedure

A. Gather equipment and supplies

B. Move furniture from area to be buffed

C. Use putty knife to remove tar, gum, and other substances (Figure 150)

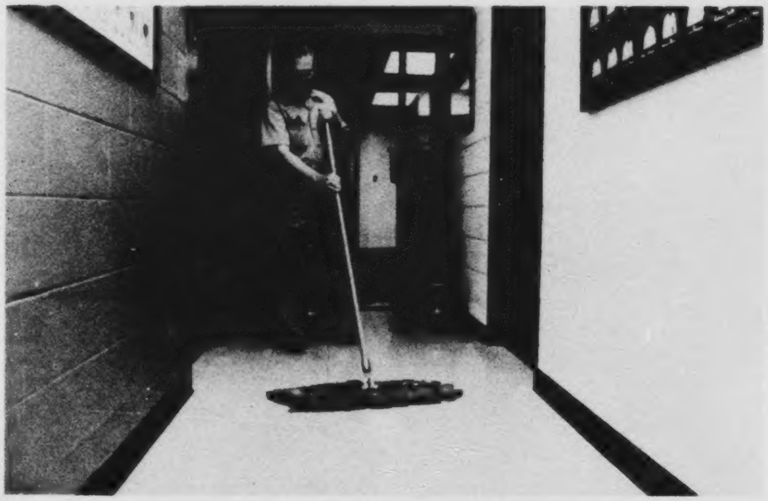
FIGURE 150



D. Dust mop floor (Figure 151)

(NOTE: See Job Sheet #4--Dust Mop a Floor Using the Push Method.)

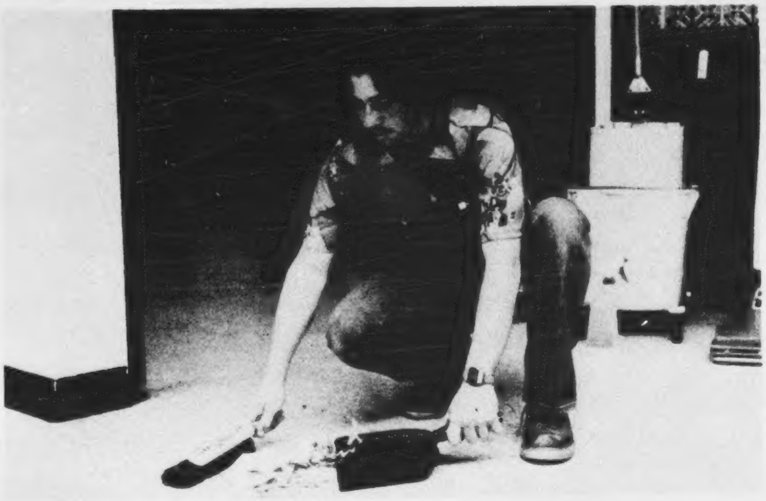
FIGURE 151



JOB SHEET #9

E. Pick up trash and sweepings using dustpan and broom (Figure 152)

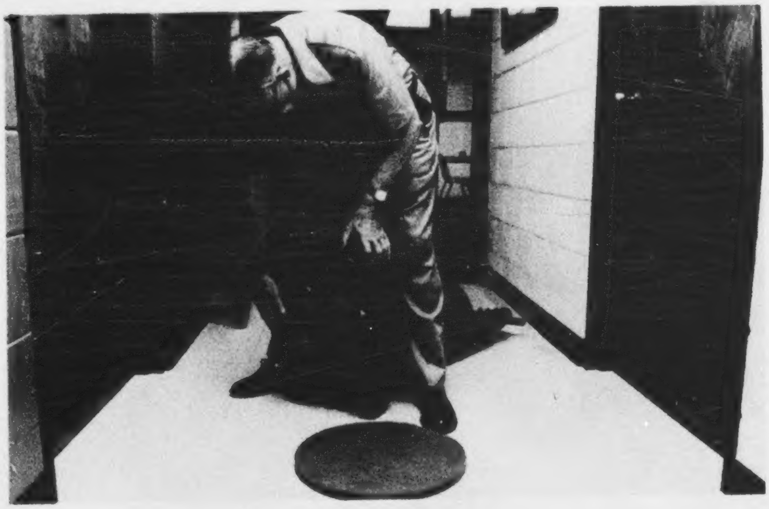
FIGURE 152



F. Install pad and pad holder on floor machine (buffer) (Figure 153)

(CAUTION: DO NOT INSTALL HOLDER AND PAD OR ADJUST HANDLE WITH MACHINE PLUGGED INTO ELECTRICAL OUTLET.)

FIGURE 153

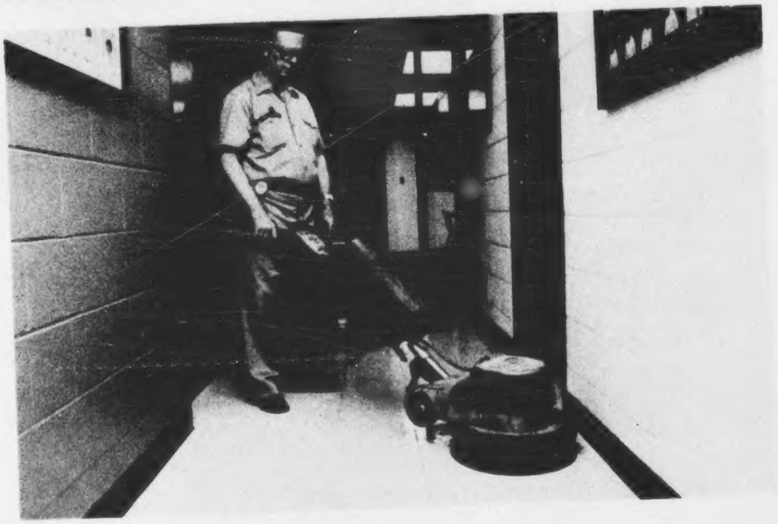


JOB SHEET #9

G. Adjust machine handle to desired height (Figure 154)

(NOTE: Arms should have a relaxed, natural feeling.)

FIGURE 154



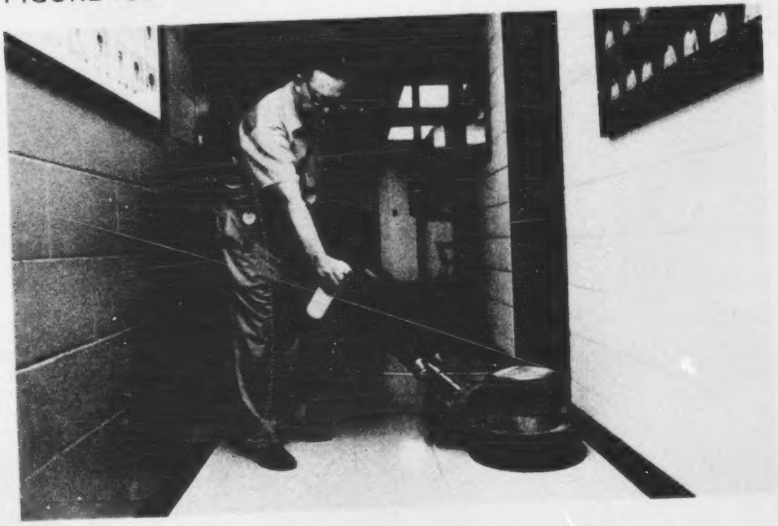
H. Move machine to electrical outlet and plug in

(NOTE: Work forward and away from electrical outlet to spray buff floor.)

I. Lightly spray fine mist in center of first section to be buffed (Figure 155)

(NOTE: Only do an area about 3 x 4 inches at one time.)

FIGURE 155

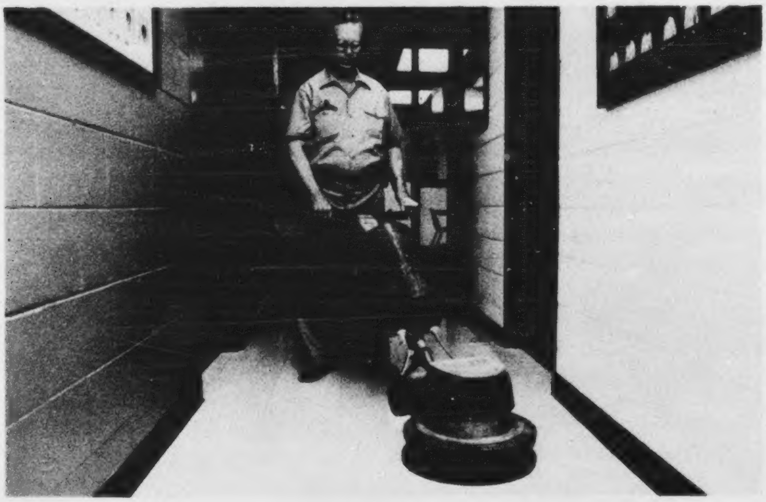


JOB SHEET #9

J. Buff floor using a side-to-side motion over 3 x 4 inch area (Figure 156)

(NOTE: Raise handle slightly to move buffer to the right. Lower handle slightly to move buffer to the left.)

FIGURE 156



K. Make 4 to 5 passes over area

(NOTE: Area will be dull after first pass but should turn to a gloss after 4 or 5 passes. If it does not, too much finish was used.)

L. Working forward, move to the next 3 x 4 inch section

(NOTE: If drag is felt on machine, turn pad over or replace with clean one.)

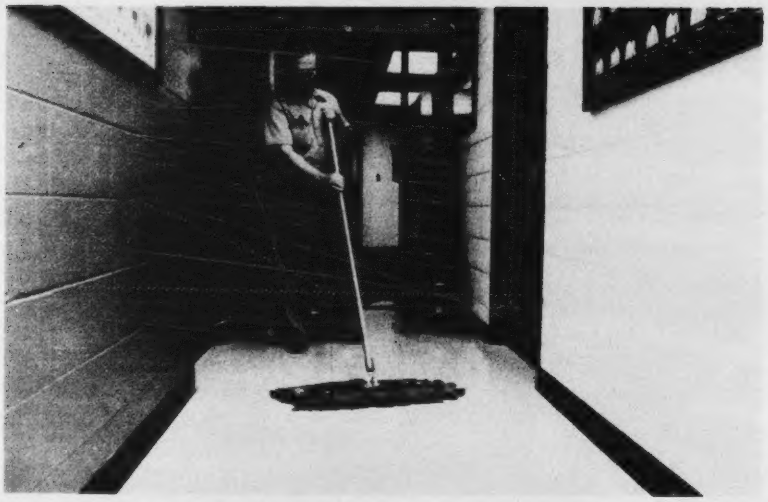
M. Continue buffing one 3 x 4 inch section at a time until room is finished

(CAUTION: STOP BUFFING BEFORE YOU REACH THE END OF CORD.)

JOB SHEET #9

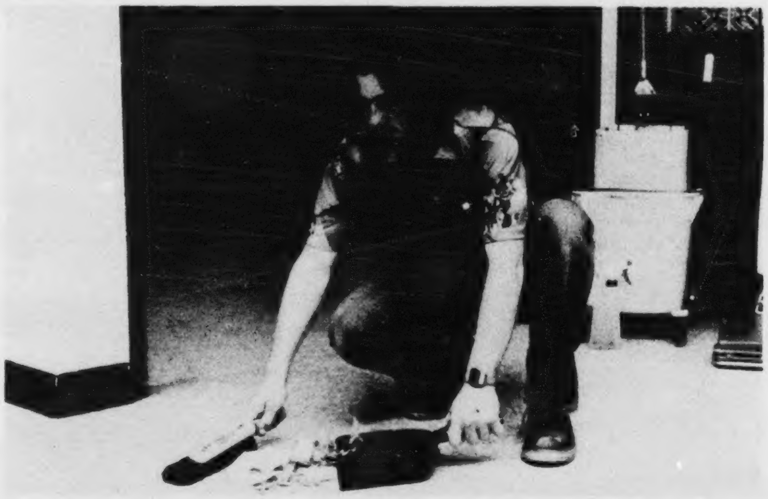
N. Dust mop floor (Figure 157)

FIGURE 157



O. Pick up sweepings using dustpan and broom (Figure 158)

FIGURE 158



P. Return furniture to original position

Q. Clean and store equipment

(NOTE: Pads should be washed in stripping solution if needed.)

CLS - 373-A

RESILIENT FLOOR CARE
UNIT III

TEST

NAME ______________________________ SCORE ______________

1. Select from the following list reasons for proper resilient floor care. Write an "X" in the blank before each correct answer.

______a. The extra weight of the floor finish may shorten the life of the floor

______b. A properly maintained floor is safer than an improperly maintained floor

______c. Floor maintenance is the least expensive area of building maintenance

______d. Unmaintained floors are seldom noticed

______e. Condition of floor may reflect company's standards

______f. A properly maintained floor is slippery

2. Match terms used in resilient floor care to their correct definitions. Write the correct numbers in the blanks.

______a. A soft floor cover that springs back to its original shape after light denting

______b. Process of using strong chemical agent (stripper) and hand or machine scrubbing to remove old finish and sealer

______c. Special tools used to perform a cleaning or repair job

______d. Process of polishing a floor using a floor buffer and spraying a light mist of floor finish; floor is buffed until dry and shine has returned

______e. Items such as soaps, rags, and paper towels that are used up and must be replaced

______f. Process which uses a cleaning agent to remove surface soil that has formed on the floor

______g. Extra parts such as floor pick-up tool, pad holder, or scrubbing pad that may be attached to basic equipment

______h. The mixing together of one or more substances in a liquid

1. Wet mopping
2. Equipment
3. Resilient
4. Solutions
5. Accessory equipment
6. Spray buffing
7. Stripping
8. Supplies

TEST

______i. Process of removing surface dust with thoroughly wrung out mop and cool water with no cleaning agent

______j. Process of mopping up spills using a damp mop

______k. Easily set on fire and burns fast

______l. A mat placed under cleaning solution containers to catch spills and drops

______m. To keep an area clean and orderly

9. Damp mopping
10. Spot mopping
11. Drip mat
12. Flammable
13. Police

3. Match floor care problem terms to their correct definitions. Write the correct numbers in the blanks.

______a. Tapering the edges where new finish meets old finish to prevent an uneven condition

______b. Lines or smears in finish that has been applied to floor too thinly or unevenly

______c. Tile surface has been removed and base material shows through the surface color; adhesive may seep to surface

______d. Finish has turned yellow or straw-colored

______e. Ability of finish surface to reflect light and images

______f. Floor surface is sticky because finish material has not cured out; problem is usually caused by applying finish coats too heavily

______g. Area where too much finish has accumulated over a period of time

1. Bleeding
2. Buildup
3. Feathering
4. Gloss
5. Streaking
6. Tackiness
7. Yellowing

4. State safety rules as they apply to floor cleaning and care.

a. To prevent slips and falls

1) ____

____

2) ____

____

TEST

3) ______________________________

4) ______________________________

5) ______________________________

b. To prevent injury or irritation to fingers and hands

1) ______________________________

2) ______________________________

3) ______________________________

4) ______________________________

c. To prevent back strain or injury when lifting

1) ______________________________

2) ______________________________

3) ______________________________

4) ______________________________

5) ______________________________

6) ______________________________

TEST

d. To prevent fires

1) ______________________________

____

2) ______________________________

____

3) ______________________________

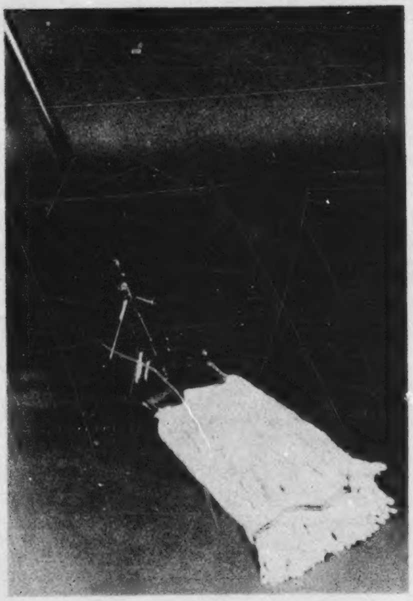
____

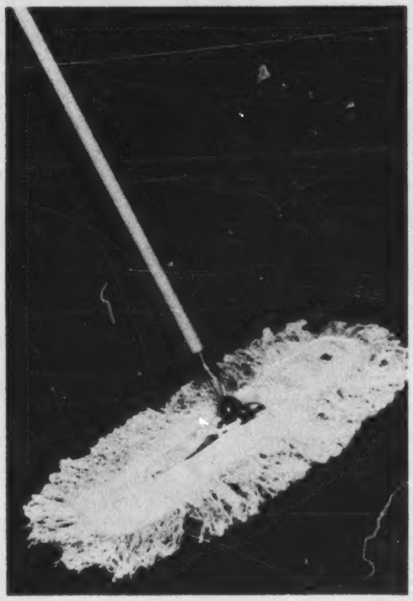
4) ______________________________

____

5. Identify equipment used to clean resilient floor coverings. Write the correct name in the blank under the picture.

Wet mop **Treated dust mop**

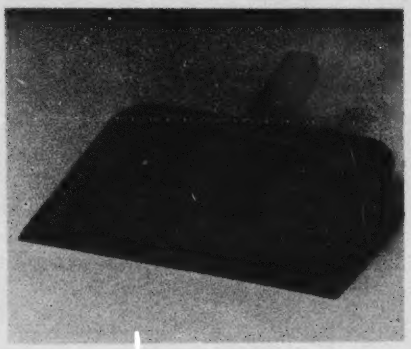




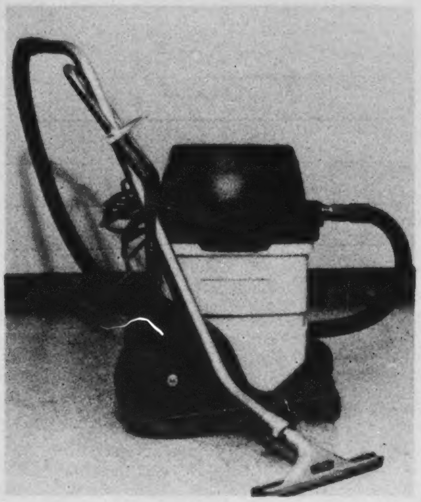
a. ______________________ b. ______________________

TEST

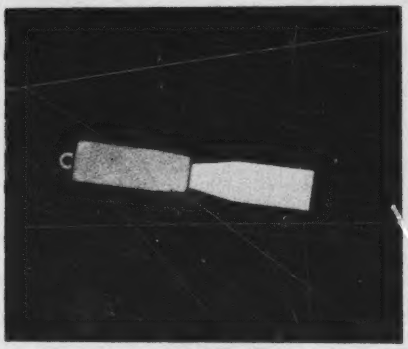
Spray bottle
Dustpan
Floor machine (buffer)
Putty knife
Wet pick-up vacuum



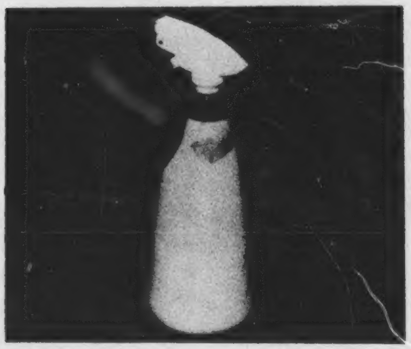
c. ______________________



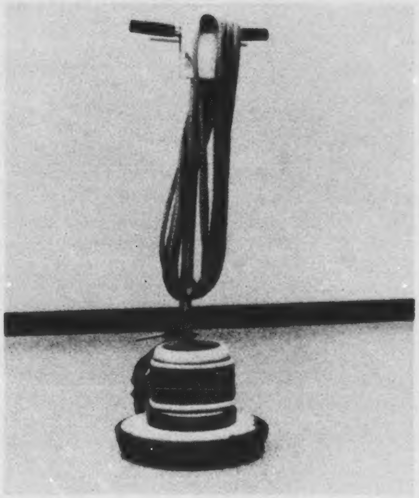
d. ______________________



e. ______________________



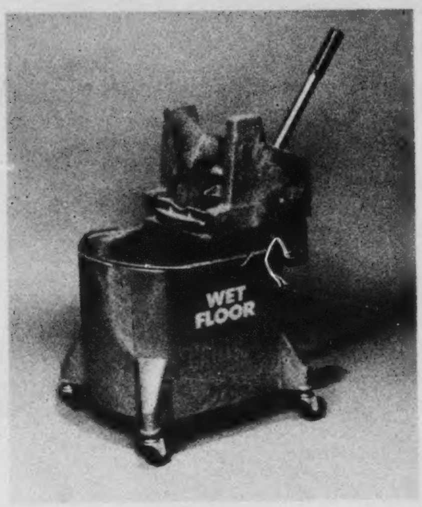
f. ______________________



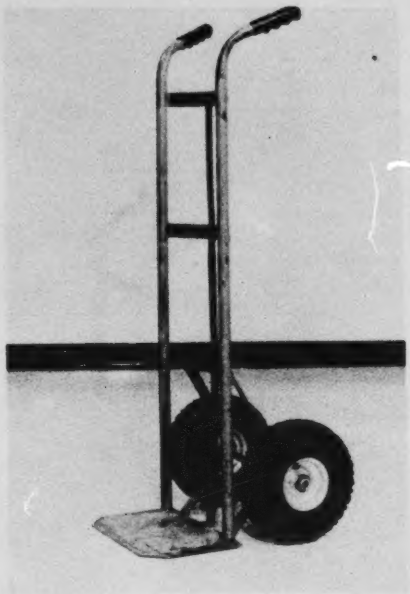
g. ______________________

TEST

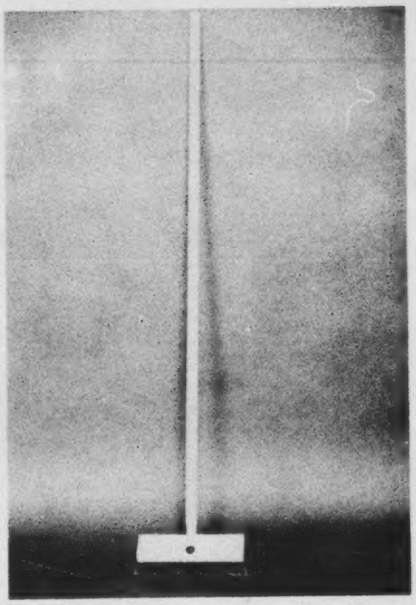
Hand truck **Wet floor sign** **Mop bucket/wringer** **Deck brush**

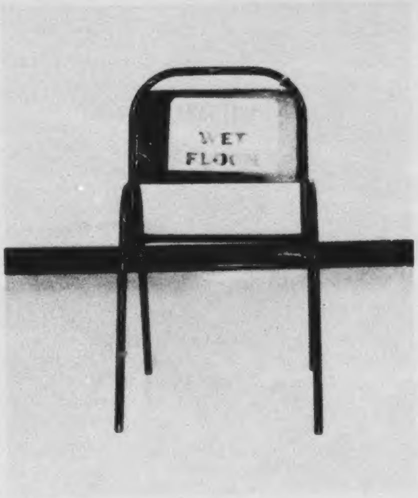


h. ______________________



i. ______________________



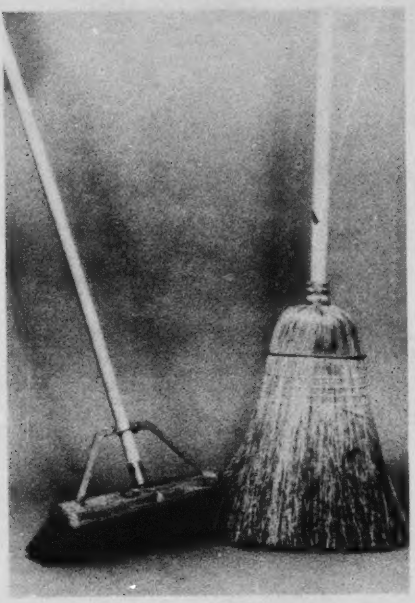


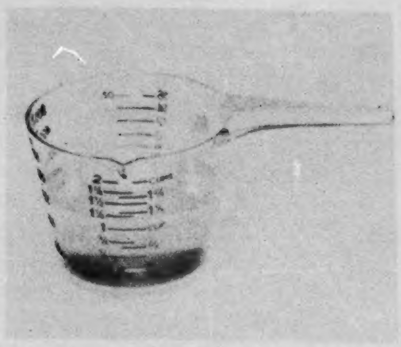
j. ______________________

k. ______________________

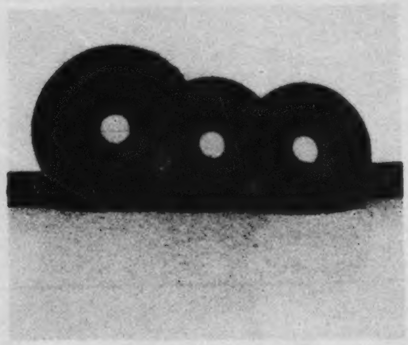
TEST

Floor machine pads
Measuring cup
Electrical extension cord
Brooms
Graduated pail



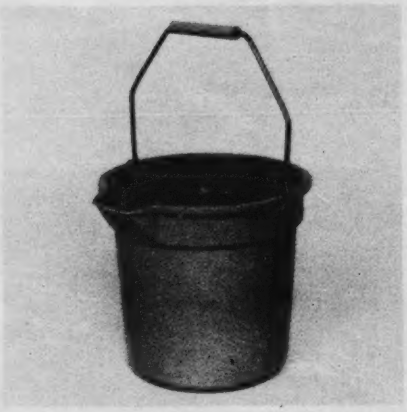


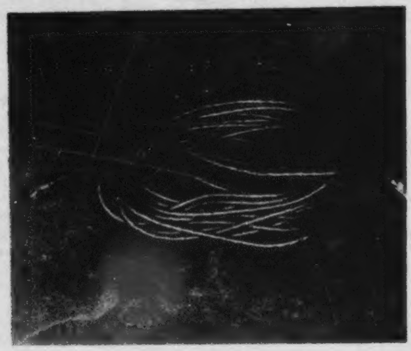
m. ______________________________



l. ______________________________

n. ______________________________





o. ______________________________

p. ______________________________

TEST

6. Match resilient floor cleaning equipment to the correct uses. Write the correct numbers in the blanks.

Daily Maintenance

______a. Used to remove surface dust and trash

______b. Used to apply water or solution to clean a floor and to remove wet spills

______c. Used to gather floor sweepings

______d. Used to measure solutions

______e. Use to pick up floor sweepings and dry spills

______f. Used for removing tar, gum, and similar substances from floor

______g. Used for measuring, mixing, and transporting solutions

______h. Used to warn of danger

______i. Used to hold solutions and finishes for wet mopping and to control amount of wetness

1. Broom
2. Dustpan
3. Graduated pail
4. Measuring cup
5. Mop bucket/ wringer
6. Putty knife
7. Treated dust mop
8. Wet floor signs
9. Wet mop

Additional Equipment Needed for Occasional and Heavy-duty Cleaning or Refinishing

______j. Used to apply finish mist for spray buffing

______k. Used for hand scrubbing edges, corners, and other hard-to-reach areas

______l. Used to apply and pick up solution, rinse, and finish (one for each)

______m. Used to extend electricity to areas where equipment cords would be too short

______n. Used to scrub, strip, and polish floors

______o. Used to pick up solutions and rinses during heavy scrubbing and stripping

______p. Used with a floor machine to polish (white), spray buff (red), scrub (green), or strip (black)

______q. Used to move objects that are too heavy to be moved by hand

10. Deck brush
11. Electrical extension cord
12. Floor machine (buffer) with pad holder
13. Floor machine pads
14. Hand truck
15. Spray bottle
16. Wet pick-up vacuum
17. Wet mops

TEST

7. Match supplies used in resilient floor care to their correct definitions. Write the correct numbers in the blanks.

_____a. Coating solution used to fill pores and level floor surfaces

_____b. Product formulated to kill germs, control bacteria, and reduce odors

_____c. Strong chemical used to remove floor finish

_____d. Chemical used to treat dust mop heads so that they will pick up and hold surface dust and dirt

_____e. General purpose detergent used to remove soil

_____f. Coating solution used to protect floors against wearing, scuffing and black marks, and to improve looks

1. Synthetic liquid detergent
2. Dust mop treatment oil
3. Floor finish
4. Floor sealer
5. Disinfectant rinse
6. Floor stripper

8. Match floor care problems to their causes and solutions. Write the correct numbers in the blanks.

_____a. **Cause:** Use of too strong a cleaning solution or too much water on floor

Solution: Use a milder cleaning solution and do not flood floor during cleaning

_____b. **Cause:** Finish left on floor too long, or finish applied over dirty floor or applied too heavily

Solution: Strip floor and refinish using thin, even coats

_____c. **Cause:** Not enough finish on floor, or too much foot traffic, or use of too strong a detergent solution for mopping

Solution: Clean floor and apply thin coat of finish; spray buff heavy traffic areas

_____d. **Cause:** Use of too strong a cleaning solution and/or flooding during cleaning

Solution: Do not flood floor or let solution stand on floor

1. Warped and loose tile
2. Yellowing
3. Poor gloss
4. Cracks

TEST

______e. **Cause:** Wrong type of floor finish, overuse of treatment on dust mop, or talcum powder on floor

Solution: Mop with heavy detergent solution or top scrub floor

______f. **Cause:** Use of too strong a detergent which has removed top surface of tile and softened adhesive

Solution: Change cleaning solution to a milder detergent; restore floor surface by stripping and refinishing

______g. **Cause:** Uneven application of finish, or finish applied too thinly

Solution: Clean floor by wet mopping, and apply thin, even coat or coats of finish

______h. **Cause:** Too much finish applied next to baseboard or where there is no foot traffic to wear it away

Solution: Apply only one thin coat of finish next to baseboard

______i. **Cause:** Heavy foot traffic scuffs and wears away finish

Solution: Clean area by wet mopping; apply thin coat of finish and feather edges; spray buff areas that are only scuffed

______j. **Cause:** Cigarettes or hot matches dropped on floor

Solution: Floor is permanently damaged, but appearance may be improved by hand scrubbing with buffing pad center and floor finish

______k. **Cause:** Finish applied too heavily or too thickly and not curing

Solution: Strip floor and refinish using thin, even coats and allowing plenty of drying time between coats

5. Baseboard buildup
6. Bleeding
7. Burns
8. Streaking
9. Tackiness
10. Traffic lane wear
11. Slipperiness

TEST

(NOTE: Test questions 9-11 are assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

9. Complete safety statements.
10. Read label information for cleaning supplies used to clean resilient floor coverings.
11. Demonstrate the ability to
    a. Mix cleaning solutions following manufacturer's directions and observing safety rules.
    b. Treat dust mop heads.
    c. Retreat used dust mop heads.
    d. Dust mop a floor using the push method.
    e. Spot clean and police a resilient tile covered floor.
    f. Wet mop a resilient tile covered floor.
    g. Deep scrub a resilient tile covered floor and recoat with finish.
    h. Strip and refinish a resilient tile covered floor using non-buffable hard finish.
    i. Spray buff a resilient tile covered floor.

RESILIENT FLOOR CARE
UNIT III

ANSWERS TO TEST

1. b, e

2. a. 3
   b. 7
   c. 2
   d. 6
   e. 8
   f. 1
   g. 5
   h. 4
   i. 9
   j. 10
   k. 12
   l. 11
   m. 13

3. a. 3
   b. 5
   c. 1
   d. 7
   e. 4
   f. 6
   g. 2

4. a. To prevent slips and falls
   1) Report loose or broken tiles to supervisor
   2) Wipe up all spills immediately
   3) Set out wet floor signs to warn others of a wet or slippery floor
   4) Keep doorways and halls clear of mops, pails, brooms, or equipment so that people won't trip over them
   5) Do not use on floor polish or wax designed for other purposes

   b. To prevent injury or irritation to fingers and hands
   1) Turn off and unplug electrical equipment before adjusting or changing accessories
   2) Wear rubber gloves when mixing cleaning solutions
   3) Wear protective gloves when handling objects with rough or sharp edges
   4) Follow manufacturer's directions for proper use of equipment and mixing of chemicals

ANSWERS TO TEST

c. To prevent back strain or injury when lifting
  1) Lift with your legs, not your back
  2) Stand close to object; do not reach too far
  3) Stand facing object; do not lift to one side
  4) Move complete body; do not twist with load
  5) Stop walking to shift load; do not shift load when off balance
  6) Do not attempt to lift heavy objects alone; use hand truck or ask for help

d. To prevent fires
  1) Report or replace frayed or faulty electrical cords and electrical equipment
  2) Store soiled, oil-treated dust mop heads or oily rags in a closed metal can
  3) Hang up clean dust mops in a well-ventilated area
  4) Remove trash and floor sweepings

5. a. Wet mop
  b. Treated dust mop
  c. Dustpan
  d. Wet pick-up vacuum
  e. Putty knife
  f. Spray bottle
  g. Floor machine (buffer)
  h. Mop bucket/wringer
  i. Hand truck
  j. Deck brush
  k. Wet floor sign
  l. Brooms
  m. Measuring cup
  n. Floor machine pads
  o. Graduated pail
  p. Electrical extension cord

6. a. 7
  b. 9
  c. 1
  d. 4
  e. 2
  f. 6
  g. 3
  h. 8
  i. 5
  j. 15
  k. 10
  l. 17
  m. 11
  n. 12
  o. 16
  p. 13
  q. 14

ANSWERS TO TEST

7. a. 4　　d. 2
   b. 5　　e. 1
   c. 6　　f. 3

8. a. 4　　e. 11　　i. 10
   b. 2　　f. 6　　j. 7
   c. 3　　g. 8　　k. 9
   d. 1　　h. 5

9. Evaluated to the satisfaction of the instructor

10. Evaluated to the satisfaction of the instructor

11. Performance skills evaluated to the satisfaction of the instructor

CARPET AND UPHOLSTERY CARE
UNIT IV

UNIT OBJECTIVE

After completing this unit, the student should be able to use appropriate terms, supplies, and equipment to perform carpet and upholstery cleaning tasks. The student should also be able to relate to special problems and soiling conditions of carpet and upholstery. This knowledge will be shown by completing assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match terms used in carpet and upholstery care to their correct definitions.
2. Identify carpet and upholstery care equipment.
3. Match special carpet problems to their correct definitions.
4. Match carpet care maintenance schedule terms to their correct definitions.
5. Match types of carpet soiling to their correct definitions.
6. Match upholstery fabric terms to their correct definitions.
7. Distinguish between types of care required for upholstery fabrics (commercial and noncommercial cleaning).
8. Select from a list words that complete statements about regular upholstery care procedures.
9. Read label information for cleaning supplies used in carpet and upholstery care.
10. Use a stain and spot treatment chart for upholstered furniture.
11. Demonstrate the ability to
    a. Vacuum a carpeted floor thoroughly.
    b. Remove spills and stains from carpet following a general procedure.
    c. Shampoo a lightly soiled, carpeted floor using the dry method.
    d. Shampoo a carpeted floor by hand using the foam method.
    e. Shampoo a carpeted floor using a dry foam machine or a wet foam machine.
    f. Shampoo a carpeted floor using a water extraction unit.
    g. Shampoo upholstered furniture.

CARPET AND UPHOLSTERY CARE
UNIT IV

SUGGESTED ACTIVITIES

I. Suggested activities

  A. Obtain materials planned to supplement unit.

    1. Samples of carpet and carpet padding.

    2. Samples of upholstery fabric.

  B. Provide students with objective sheet.

  C. Provide students with information, assignment, and job sheets.

  D. Discuss unit and specific objectives.

  E. Discuss information and assignment sheets.

  F. Demonstrate and discuss procedures outlined in job sheets.

  G. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #1.

  H. Provide instructions on how to work Assignment Sheet #1 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

  I. Make answer key for Assignment Sheet #1.

  J. Obtain materials and equipment needed to complete job sheets.

  K. Allow time for students to practice job sheets.

  L. Give test.

II. Instructional materials

  A. Objective sheet

  B. Suggested activities

  C. Information sheet

  D. Assignment sheets

    1. Assignment Sheet #1--Read Label Information for Cleaning Supplies Used in Carpet and Upholstery Care

    2. Assignment Sheet #2--Use a Stain and Spot Treatment Chart for Upholstered Furniture

SUGGESTED ACTIVITIES

E. Answers to assignment sheets

F. Job sheets

1. Job Sheet #1--Vacuum a Carpeted Floor Thoroughly
2. Job Sheet #2--Remove Spills and Stains from Carpet Following a General Procedure
3. Job Sheet #3--Shampoo a Lightly Soiled, Carpeted Floor Using the Dry Method
4. Job Sheet #4--Shampoo a Carpeted Floor by Hand Using the Foam Method
5. Job Sheet #5--Shampoo a Carpeted Floor Using a Dry Foam Machine or a Wet Foam Machine
6. Job Sheet #6--Shampoo a Carpeted Floor Using a Water Extraction Unit
7. Job Sheet #7--Shampoo Upholstered Furniture

G. Test

H. Answers to test

III. Unit references

A. *Carpet and Rugs.* CIS 12. Washington, D.C.: General Services Administration, 1975.

B. *Carpet Care By Clarke.* Clarke Floor Machine Co., 1970.

C. *Furniture Care.* Racine, Wisconsin: Consumer Services Center, Johnson Wax, n.d.

D. *A Guide to Complete Upholstery Care.* Form 123-B. Grand Rapids, Michigan: Bissel Inc., Consumer Service Institute, 1975.

E. *A Guide to Complete Carpet Care.* Form 124-B. Grand Rapids, Michigan: Bissel Inc., Consumer Service Institute, 1975.

CARPET AND UPHOLSTERY CARE
UNIT IV

INFORMATION SHEET

I. Terms and definitions (Assignment Sheet #1)

A. Carpet (CAR/pet)--Soft fiber floor covering; may be fastened to floor and cover entire floor surface

B. Rug (RUG)--Soft fiber floor covering, often with a border or fringe; generally is not fastened to and does not cover entire floor

C. Backing (BACK/ing)--Foundation that holds surface fibers together and gives carpet its shape

D. Padding (PAD/ding)--Cushion either attached to or laid separately under carpet or rug

E. Pile yarn (PILE YARN)--Soft, velvety, raised surface on fiber carpets and rugs; yarn may be looped or cut

F. Nap (NAP)--Fluffy surface ends of fiber carpets and rugs; usually raised by brushing

G. Tufts (TUFTS)--Clusters of fibers formed by pile yarn; usually stitched through the backing

H. Upholstery (up/HOL/ster/y)--Material used to cover furniture

I. Fabric (FAB/ric)--Material made from fibers or threads by weaving, knitting, and so forth

J. Dry foam shampooing (DRY FOAM sham/POO/ing)--Cleaning with a special low-moisture, foaming detergent applied to fabric, and then brushed by hand or machine

K. Wet foam shampooing (WET FOAM sham/POO/ing)--Cleaning with a solution of water and special carpet and upholstery detergent applied by spraying or mopping, and then brushed by hand or machine

L. Water extraction (WA/ter ex/TRAC/tion)--Cleaning with a machine designed to pressure spray a water and detergent solution onto the fabric or pile, blasting the dirt and grime loose, and then vacuuming the dirty solution from the upholstery

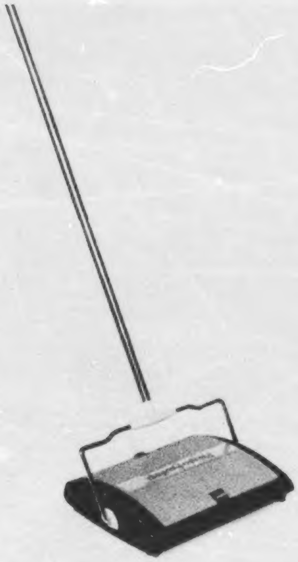
INFORMATION SHEET

II. Carpet and upholstery care equipment (Figures 1-14)

(NOTE: Carpet and upholstery care equipment is available in light duty and commercial duty versions.)

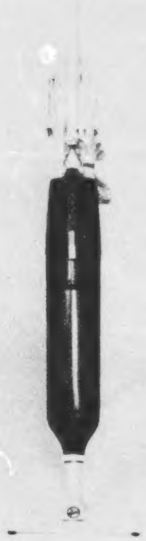
A. Manual carpet sweeper

FIGURE 1



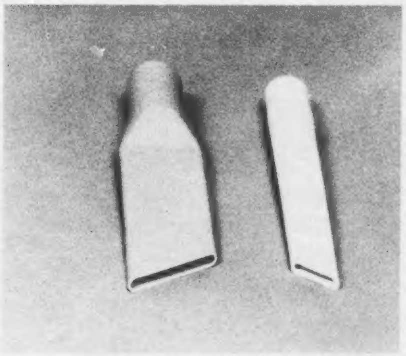
B. Electric broom

FIGURE 2



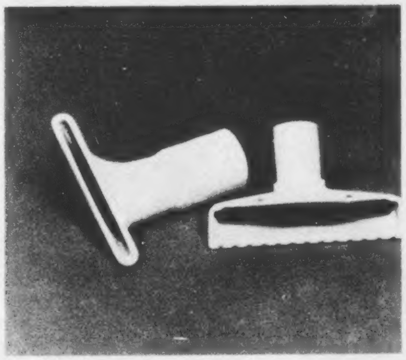
C. Vacuum crevice tool attachment

FIGURE 3



D. Vacuum upholstery tool attachment

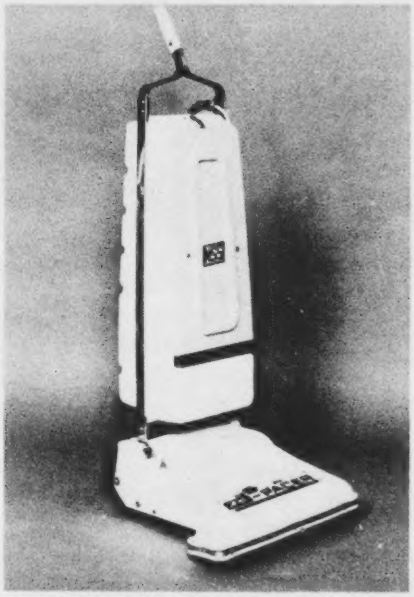
FIGURE 4



INFORMATION SHEET

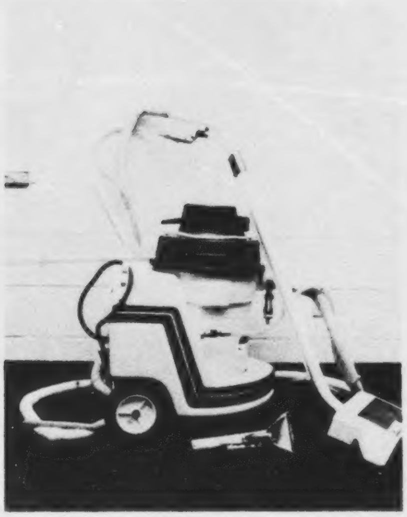
E. Upright vacuum

FIGURE 5



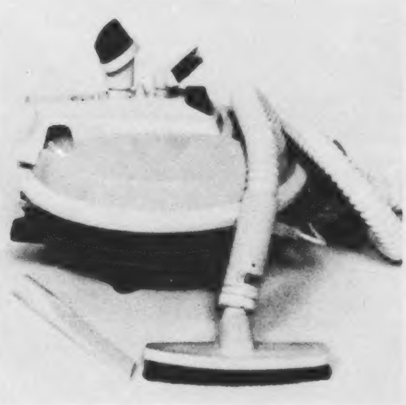
F. Water extraction shampooer

FIGURE 6



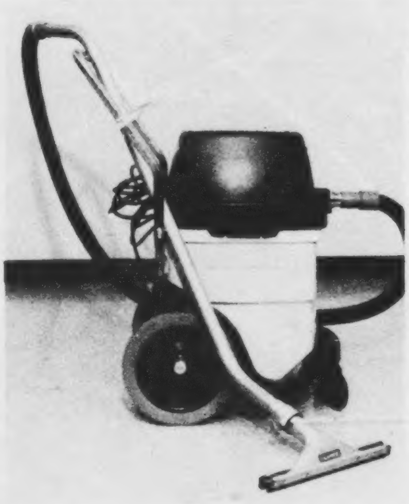
G. Canister or tank vacuum

FIGURE 7



H. Wet/dry vacuum

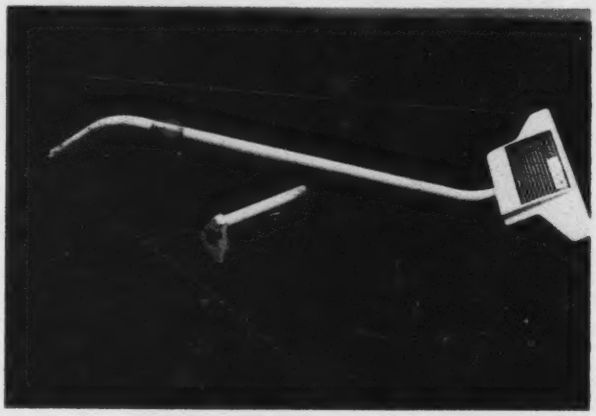
FIGURE 8



INFORMATION SHEET

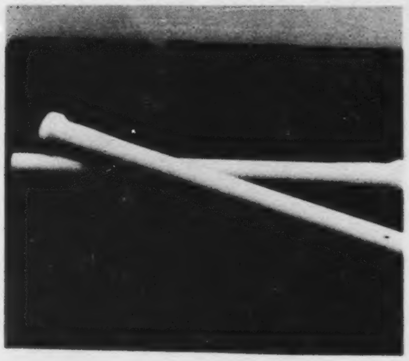
I. Water extraction shampooer wand

FIGURE 9



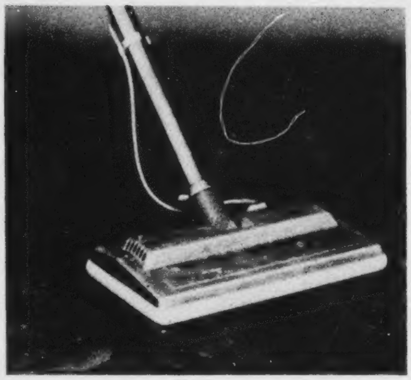
J. Vacuum wand attachment

FIGURE 10



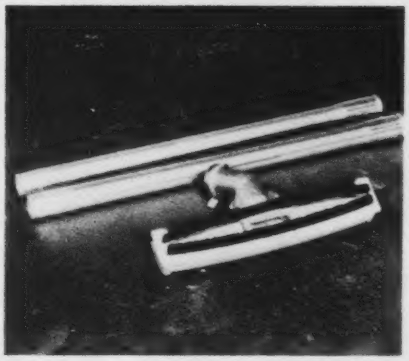
K. Vacuum powerhead

FIGURE 11



L. Vacuum carpet and rug tool attachment

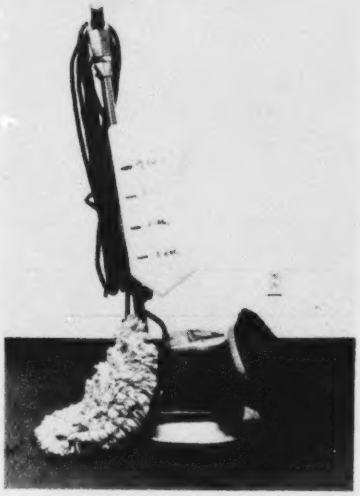
FIGURE 12



INFORMATION SHEET

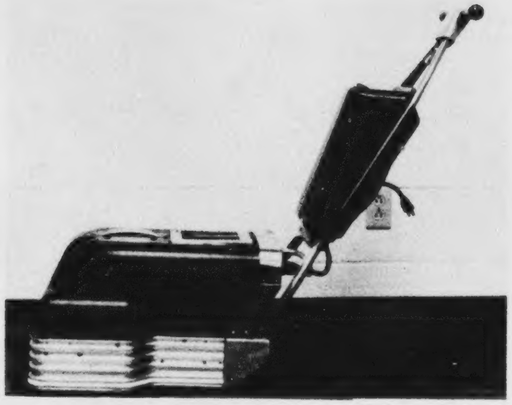
M. Rotary shampooer

FIGURE 13



N. Foam shampooer

FIGURE 14



III. Special carpet problems and their definitions (Figures 15-19)

A. Fuzzing--Cut or sheared tuft ends left in pile during manufacturing

(NOTE: Fuzzing is sometimes called *fluffing* or *shedding*. It is common to new carpet and should stop after several vacuumings.)

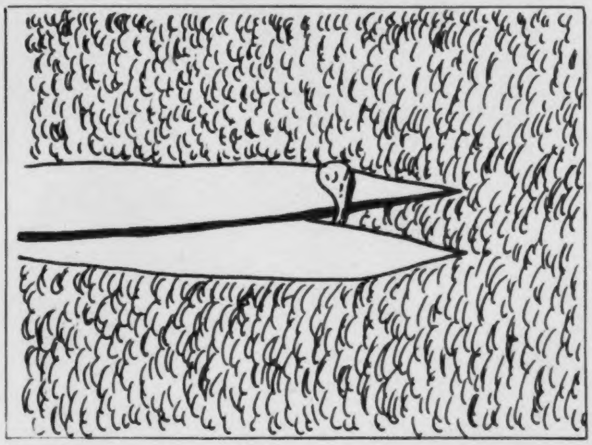
FIGURE 15

INFORMATION SHEET

B. Pilling--Small fiber balls or "pills" appear on surface of carpet

(NOTE: Pilling is usually caused by abrasion. Do not pull out; remove by snipping with scissors.)

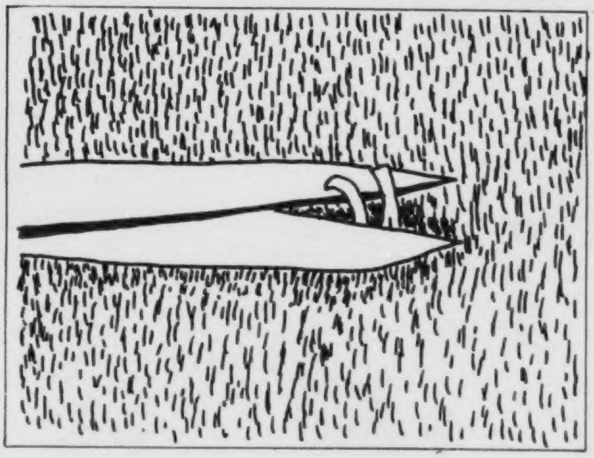
FIGURE 16



C. Sprouting or loose tuft--Tuft appearing above the carpet surface

(NOTE: Sprouting or loose tuft is usually caused by shoe heels, pets, or uneven cutting during manufacturing. Do not pull out; remove by snipping with scissors.)

FIGURE 17

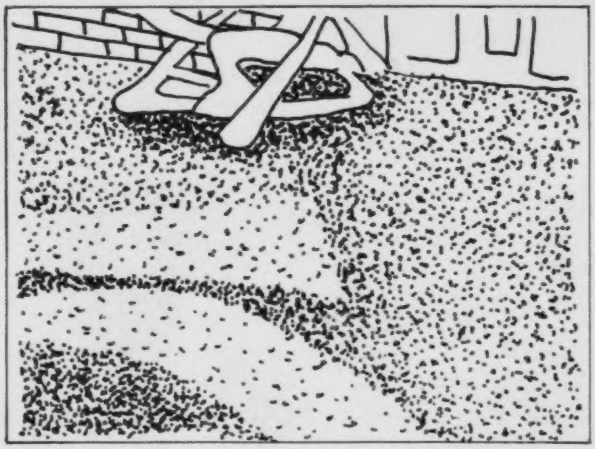


INFORMATION SHEET

D. Shading--Plush and solid-color carpets may seem to be unevenly colored, reflecting light from the fibers at different angles

(NOTE: Shading is caused by light. It should not be confused with discoloring.)

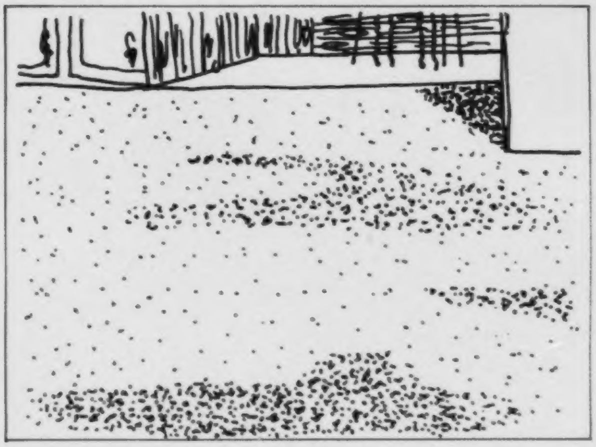
FIGURE 18



E. Discoloring--Change in color of carpet

(NOTE: Discoloring may be permanent and is caused by accumulated greasy dirt, stains, or fading.)

FIGURE 19



INFORMATION SHEET

IV. Carpet care maintenance schedules and their definitions

A. Daily cleaning--Vacuum or sweep heavy traffic areas to remove surface dirt, dust, and litter and to prevent grit and dust from working down between pile yarns

B. Weekly cleaning--Thoroughly vacuum each area to remove surface dirt and embedded grit

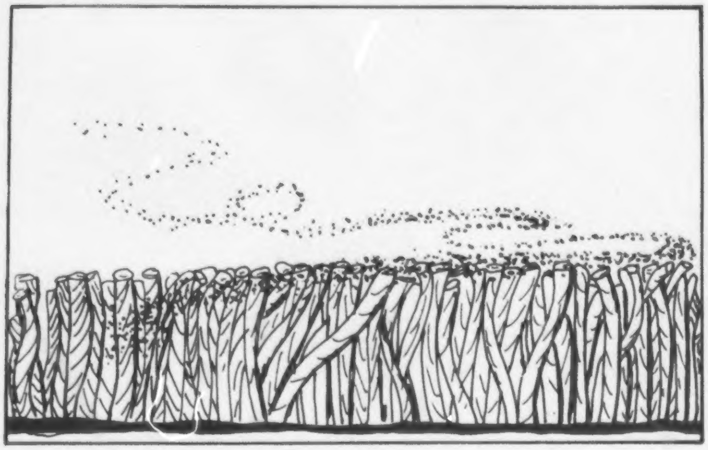
C. Seasonal or periodic cleaning--Chemically clean or shampoo carpet to remove greasy dirt and stains

(NOTE: This task should be performed as needed or once a year. This is also a good time to turn rugs for even wear.)

V. Types of carpet soiling (Figures 20-24)

A. Dry dust--Light matter which is so finely powdered that it is distributed by air movement

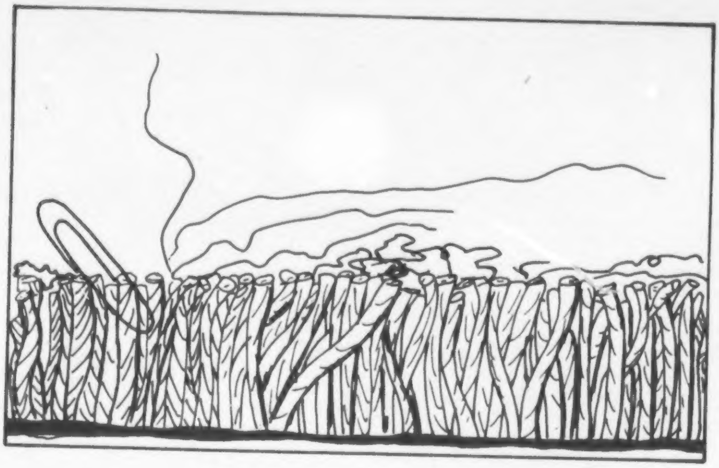
FIGURE 20



INFORMATION SHEET

B. Surface litter--Out-of-place items such as hair, thread, paper, and crumbs

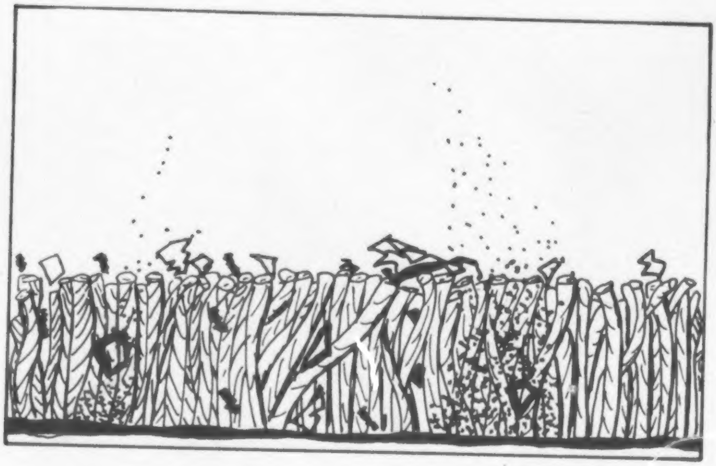
FIGURE 21



C. Embedded grit--Tiny bits of sand, glass, or cinders which work their way down to the base of the pile yarn

(NOTE: The sharp edges of these particles are abrasive and can cut through the carpet fibers.)

FIGURE 22

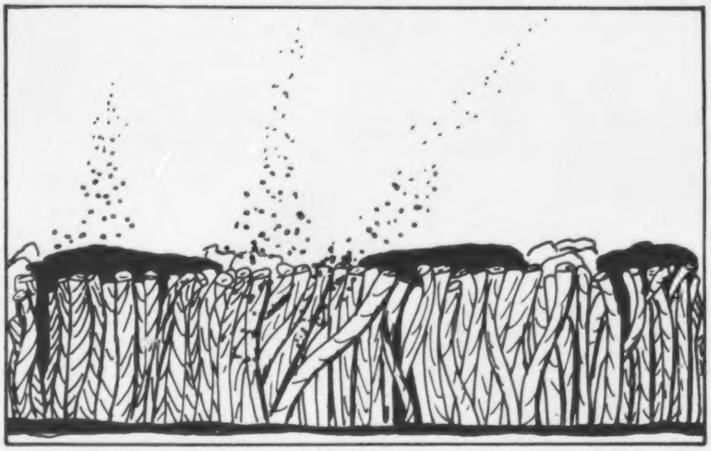


INFORMATION SHEET

D. Wet soils--Dirt which was suspended in water or oil when it reached the carpet; requires shampooing for removal

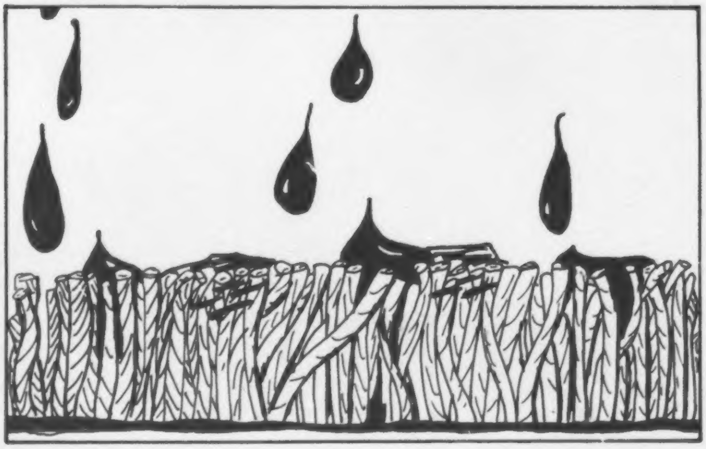
EXAMPLE 1: Water-based soils such as sugars, starches, mud, and non-greasy foodstuffs

FIGURE 23



EXAMPLE 2: Oil-based soils such as grease, salad oils, tars, and waxes

FIGURE 24



INFORMATION SHEET

VI. Upholstery fabric terms and definitions

A. Acetate (AC/e/TATE)--Man-made fiber produced from soft wood pulp; a luxurious material with the feel of silk

B. Corduroy (CORD/u/roy)--Coarse fabric of heavy cotton, or a blend of cotton and a synthetic, with a piled, velvety surface and raised vertical ribs (wales)

C. Cotton (COT/ton)--Soft white fibers taken from the pod of a low, bushy plant and made into thread and cloth

D. Polyester (POL/y/es/ter)--Strong, smooth, man-made fabric produced from coal and petroleum products

(NOTE: Polyester is sold under various brand names and is commonly blended with cotton to make wrinkle-resistant, no-iron fabrics.)

E. Rayon (RAY/on)--First man-made fiber produced from wood cellulose; it is soft, highly absorbent, economical, and drapes well

F. Tweed (TWEED)--Durable, long-wearing wool fabric with a rough finished surface of two or more colors

G. Velour (ve/LOUR)--Fabric with a soft, smooth nap like velvet

H. Wool (WOOL)--Cloth made from the hair or fleece of animals such as goats and sheep

I. Satin (SAT/in)--Fabric of silk, nylon, rayon, or the like having a smooth, glossy finish

J. Silk (SILK)--Thread or fabric made from the fine, soft, shiny fiber produced by silkworms

K. Suede (SUEDE)--Tanned leather with one side buffed into a nap

L. Velvet (VEL/vet)--Rich fabric of silk, rayon, nylon or the like with a soft, thick pile

M. Nylon (NY/lon)--Name given to several very strong, elastic, long-lasting, man-made fibers made from petroleum products, air, and water

N. Furlike (FUR/like)--Soft, deep piled synthetic fabric of different lengths; looks and feels like natural animal fur

INFORMATION SHEET

VII. Types of care required for upholstery fabrics (Assignment Sheet #2)

A. Upholstery fabric that may be cleaned noncommercially

1. Acetate
2. Blends of cotton and polyester
3. Blends of wool and polyester
4. Corduroy
5. Cotton
6. Polyester
7. Rayon
8. Tweed
9. Velour
10. Wool

B. Upholstery fabric that requires commercial cleaning

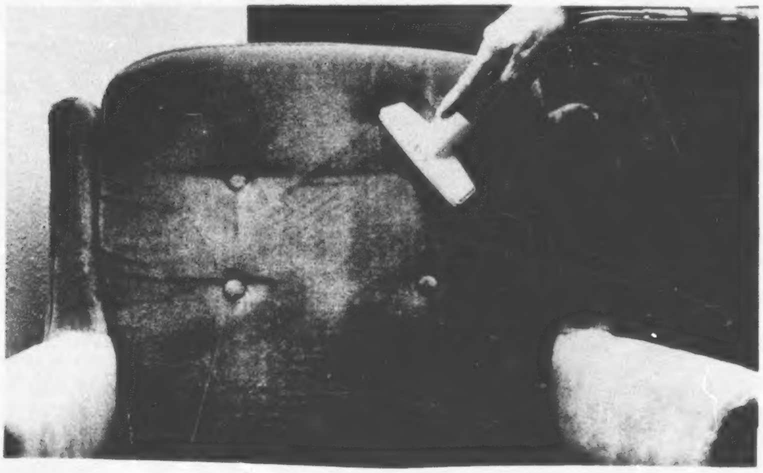
1. Furlike fabrics
2. Silk
3. Suede
4. Velvet

INFORMATION SHEET

VIII. Regular care of upholstered furniture (Figures 25-31)

A. Vacuum cushions, armrests, back, and crevices each week with upholstery tool

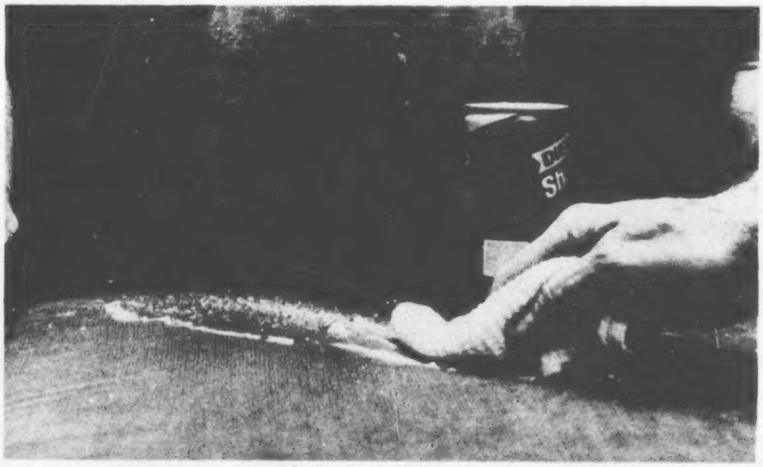
FIGURE 25



B. Blot up liquid spills as soon as possible to prevent staining

(NOTE: Many stains that are removable when fresh are difficult to remove later.)

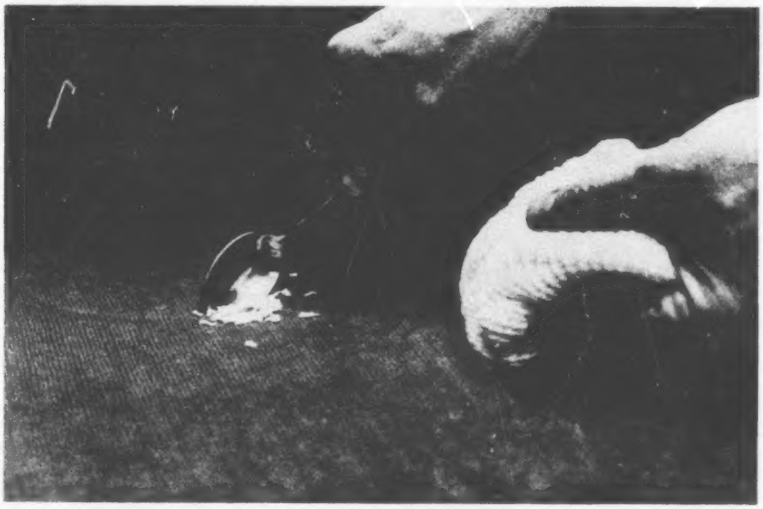
FIGURE 26



INFORMATION SHEET

C. Scrape up excess solid spills with the dull edge of a knife or spoon, and shampoo the spot

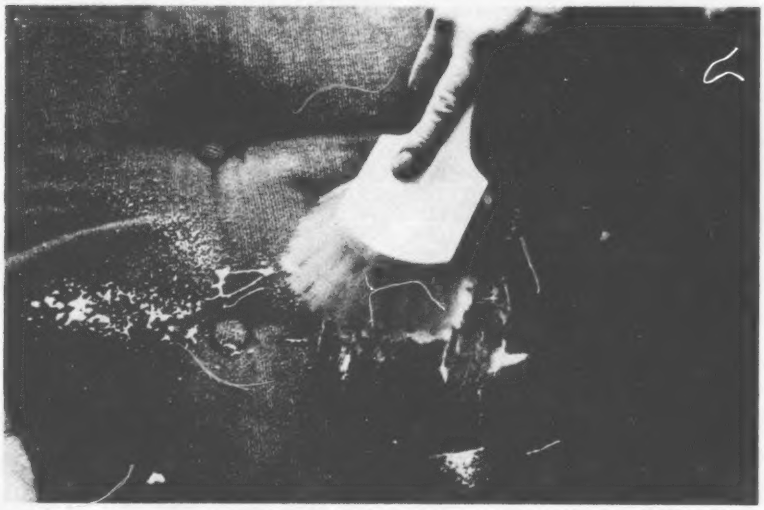
FIGURE 27



D. Shampoo a minimum of once a year to remove greasy dirt and to improve total appearance

(NOTE: Areas receiving heavy use may need more frequent cleaning. The shampoo should contain a soil-retardant chemical to help control resoiling.)

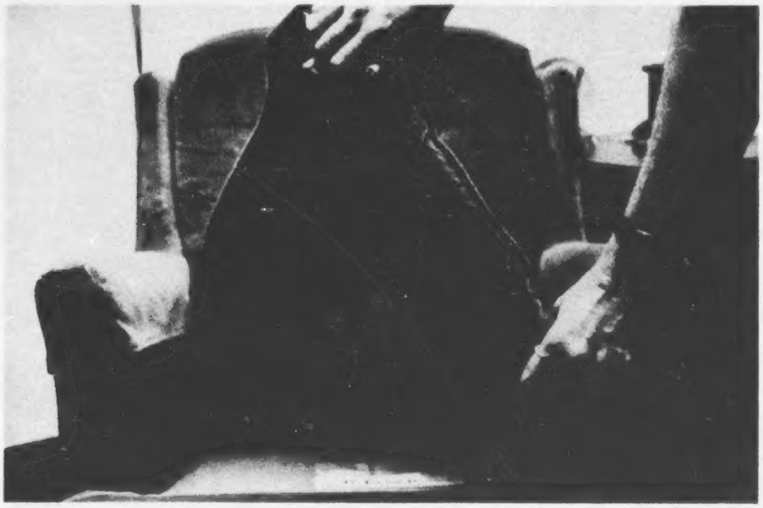
FIGURE 28



INFORMATION SHEET

E. Turn cushions periodically to let undersections breathe and to allow fabric to wear evenly

FIGURE 29



F. Use partial slipcovers to protect arm- and headrest areas from wear and soiling

FIGURE 30

INFORMATION SHEET

G. Keep upholstered furniture away from direct sunlight exposure to prevent fabric from fading and wearing out

FIGURE 31

CARPET AND UPHOLSTERY CARE
UNIT IV

ASSIGNMENT SHEET #1--READ LABEL INFORMATION FOR CLEANING SUPPLIES USED IN CARPET AND UPHOLSTERY CARE

NAME ______________________________ SCORE ____________________

To obtain the results that a product was created to do, the worker must read, understand, and follow the manufacturer's instructions printed on cleaning supply containers. Failure to follow directions may result in damage to equipment, fixtures, and cleaning surfaces, and may cause personal injury.

On the following sheets, complete the requested information for each listed cleaning product.

(NOTE: Some products may not list all of the requested information.)

A. Aerosol carpet shampoo foam

B. Carpet drycleaning powdered solvent

C. Carpet and upholstery soil retardant

D. Liquid carpet shampoo concentrate

E. Water extractor shampoo concentrate

ASSIGNMENT SHEET #1

PART I - - LABEL INFORMATION

A. Type of product AEROSOL CARPET SHAMPOO FOAM

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART II - - LABEL INFORMATION

A. Type of product CARPET DRYCLEANING POWDERED SOLVENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART III - - LABEL INFORMATION

A. Type of product CARPET AND UPHOLSTERY SOIL RETARDANT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART IV - - LABEL INFORMATION

A. Type of product LIQUID CARPET SHAMPOO CONCENTRATE

B. Brand name ____________________

C. Manufacturer's name and address ____________________

D. Directions for use (amount to use and how to use) ____________________

E. Surfaces on which product can be used ____________________

F. Surfaces on which product should not be used ____________________

G. Caution statements ____________________

H. Net contents ____________________

I. List of ingredients ____________________

ASSIGNMENT SHEET #1

PART V - - LABEL INFORMATION

A. Type of product WATER EXTRACTOR SHAMPOO CONCENTRATE

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CARPET AND UPHOLSTERY CARE
UNIT IV

ASSIGNMENT SHEET #2--USE A STAIN AND SPOT TREATMENT CHART FOR UPHOLSTERED FURNITURE

NAME ______________________ SCORE ______________

To prevent or lessen permanent staining or damage to upholstered furniture, quick and correct treatment is needed. Because of the many types of stain-causing items, it is hard to remember the correct spot treatment for each. Therefore, a housekeeper needs to know how to use a stain and spot removal chart.

Select five stains from the following chart, one for each of the five spot-cleaning methods. Write the spot-cleaning methods for each.

A. ______________________________

____

____

____

B. ______________________________

____

____

____

C. ______________________________

____

____

____

D. ______________________________

____

____

____

E. ______________________________

____

____

____

ASSIGNMENT SHEET #2

Alcohol, beer, mixed drinks	1
Blood	1
Butter, margarine	1
Candy, other than chocolate	1
Catsup, tomato juice	1
Chocolate, cocoa	1
Cigarette burns	4
Coffee, black	1
Coffee, with cream	1
Coffee, with sugar	1
Correction fluid	2, 5
Cosmetics	2
Egg	1
Fruit, berry stains	1
Grease	2
Glue, household	1
Glue, model	4
Gravy	1, 2
Gum	4
Ink, ballpoint	2
Ink, non-water soluble	2, 5
Ink, water soluble	1
Iodine	5
Lipstick	2
Mercurochrome, Merthiolate	3
Mildew	1, 5
Milk, cream, ice cream	1
Mud	4
Mustard	1, 2
Nail polish	4
Oil, clear vegetable	1
Oil, machine, mineral	2
Paint, waterbase, wet	1
Paint, oil base, wet	4
Paint, dry	5
Peanut butter	1
Perfume	3
Rust	1, 5
Sauces, salad dressing	1
Shoe polish	2
Soft drinks	1
Sugar, jelly, jam, syrup	1, 2
Tar, asphalt	2
Tea	1
Toothpaste	1
Urine	4
Vomit	1
Water	4
Wax, candle	4
Wax, car, floor, furniture	2
Wine	1

CLEANING METHOD #1--Foodstuff, starches and sugars. Remove excess material by blotting up liquids with a clean absorbent towel and scraping up solids with the dull edge of a knife. Sponge lightly with cool water and blot several times. Apply carpet shampoo (diluted, 1 part liquid carpet shampoo to 4 parts water) with a brush or turkish towel. Let the area dry thoroughly, then vacuum. Repeat if necessary.

CLEANING METHOD #2--Oily materials and grease. Remove excess material by blotting up liquids with a clean absorbent towel and scraping up solids with the dull edge of a knife. Apply a spot cleaner or dry cleaning solvent according to product direction. (Some spot cleaners dry to a powder. If this type is used, vacuum before continuing.) Apply carpet shampoo (diluted, 1 part liquid carpet shampoo to 4 parts water) with a brush or turkish towel. Let the area dry thoroughly, then vacuum. Repeat if necessary.

CLEANING METHOD #3--Alcohol base antiseptics and perfume. Remove excess material by blotting up liquids with a clean absorbent towel and scraping up solids with the dull edge of a knife. Sponge with alcohol (or a dilution of alcohol and water) and blot *quickly*. Repeat several times until no more stain color is absorbed into the towel. Apply carpet shampoo (diluted, 1 part liquid shampoo to 4 parts water) with a brush or turkish towel. Let area dry thoroughly, then vacuum.

ASSIGNMENT SHEET #2

CLEANING METHOD #4--Special treatment. Be sure to pretest all solvents recommended.

Cigarette burns--For light burns brush area lightly, then carefully clip away charred tufts. Shampoo. Severe burns will need repair or replacement.

Glue, model--After removing excess, carefully apply nail polish remover by drops to soften glue. Scrape or blot away. Then shampoo; let dry and vacuum. Remember to pretest nail polish remover as it may affect some synthetic fibers.

Gum--After removing as much as possible by scraping, "freeze" the residue with ice cubes in a plastic bag. Break or scrape off brittle gum. Shampoo, let dry, then vacuum.

Mud--Scrape up as much wet mud as possible and allow residue to dry completely. Vacuum well, then shampoo. Let area dry and vacuum again.

Nail polish--After removing excess, apply nail polish remover by drops to soften; then blot or scrape away. Shampoo, let dry, then vacuum. Remember to pretest polish remover as it may affect some synthetic carpet fibers.

Paint, oil base, wet--After removing excess paint, carefully apply turpentine or paint thinner and blot repeatedly. Shampoo, let dry, then vacuum.

Urine--Blot up excess with clean towel. Sponge with cool water and blot. Then sponge with white vinegar and blot well. Shampoo, let dry, then vacuum.

Water--For severe wetting, mop or blot as much as possible. Dry carpet quickly to prevent rot or mildew. Once dry, shampoo lightly, let dry, then vacuum.

Wax, candle--Remove excess by scraping. Cover with several layers of paper toweling and press lightly with a warm iron until all wax is removed. Be careful not to melt fibers with iron. Shampoo, let dry, then vacuum.

CLEANING METHOD #5--Contact a commercial carpet and rug cleaner for advice.

Courtesy of Bissell, Inc.

CARPET AND UPHOLSTERY CARE
UNIT IV

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #1--VACUUM A CARPETED FLOOR THOROUGHLY

I. Equipment and supplies (Figure 32)

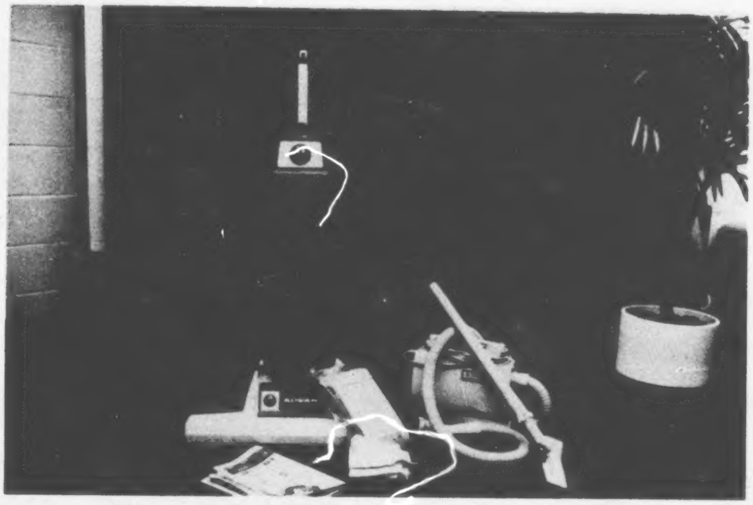
   A. Upright vacuum

   B. Canister or tank vacuum

   C. Filter bag

   D. Cleaning cloth

FIGURE 32



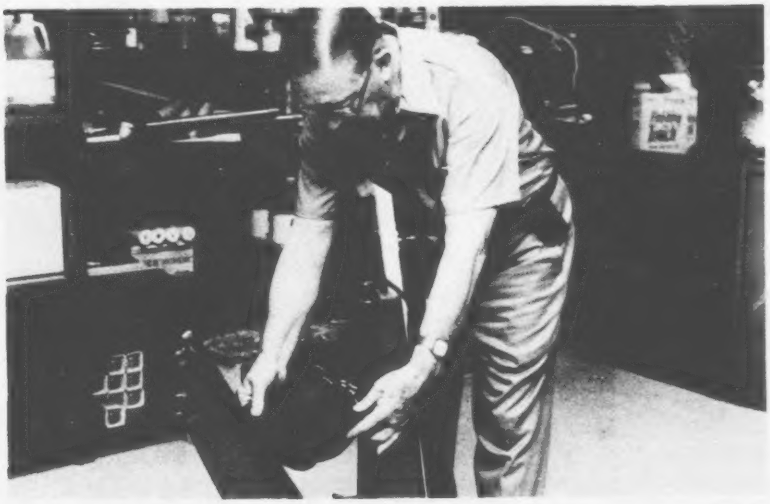
JOB SHEET #1

II. Procedure

A. Check vacuum filter bag (Figure 33)

(NOTE: Replace filter bag if half full or over.)

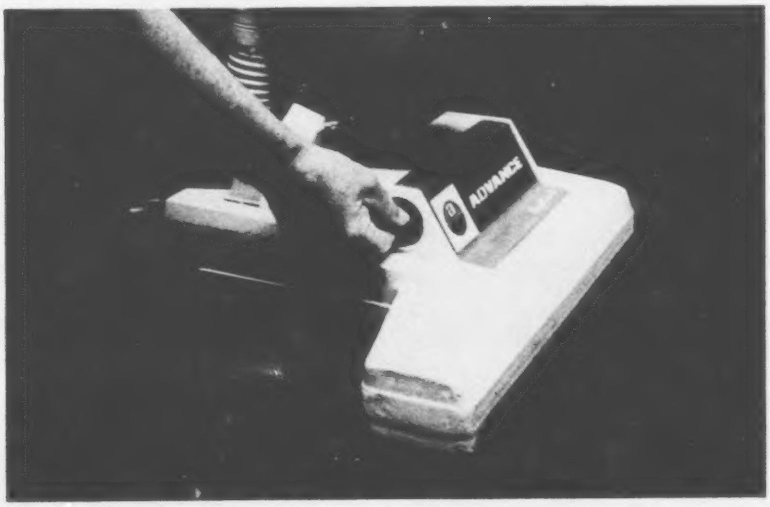
FIGURE 33



B. Check height adjustment and set if necessary (Figure 34)

(NOTE: An air gap must be maintained between carpet and bottom plate of machine to provide sufficient air movement. Most carpets do not require a low setting.)

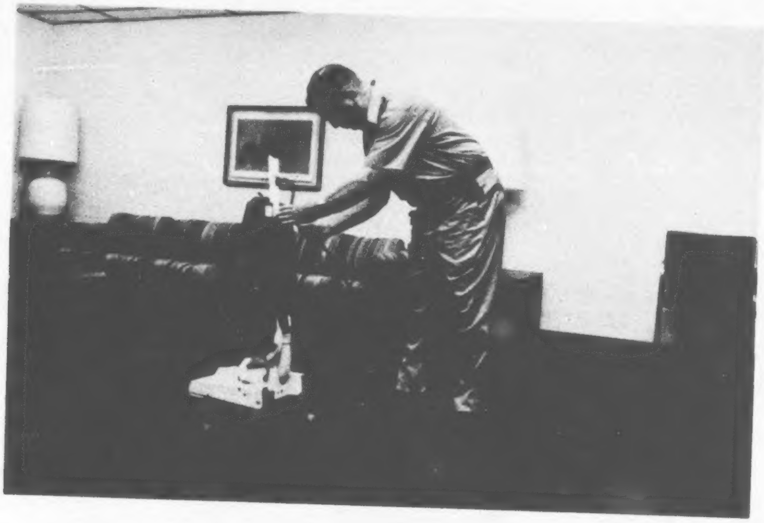
FIGURE 34



JOB SHEET #1

C. Select area to start (Figure 35)

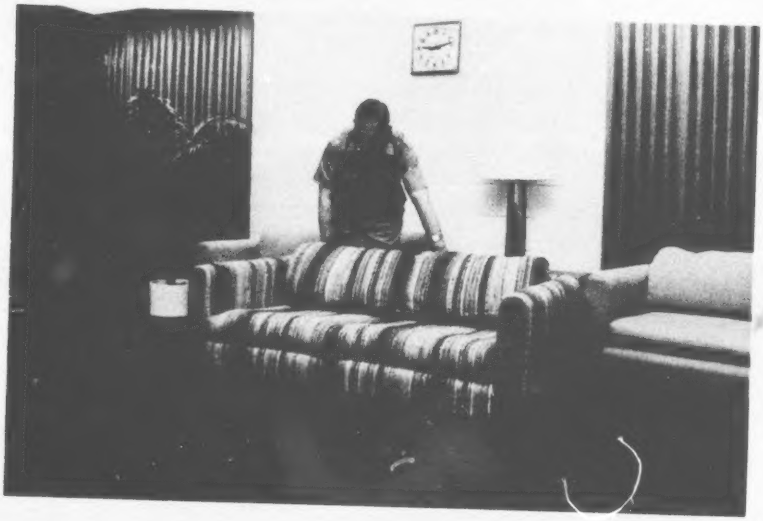
FIGURE 35



D. Move furniture as needed (Figure 36)

(NOTE: Furniture need not be removed from room.)

FIGURE 36

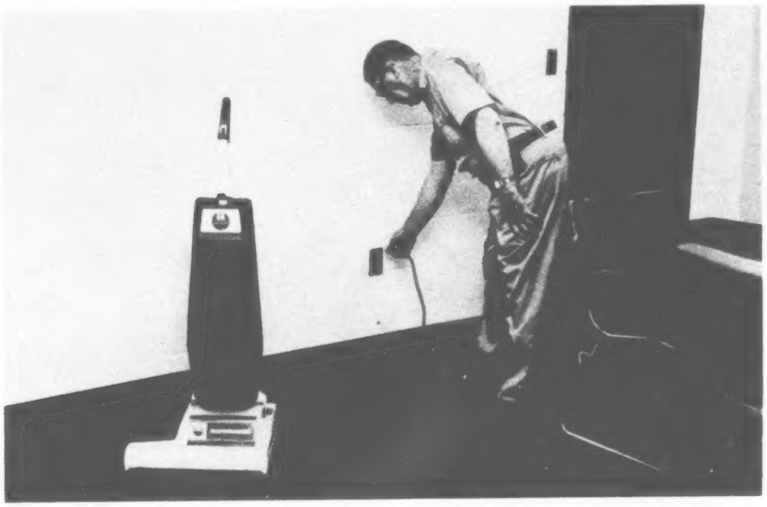


JOB SHEET #1

E. Plug in vacuum and turn on (Figure 37)

(NOTE: When vacuum is first turned on, dust may discharge from it.)

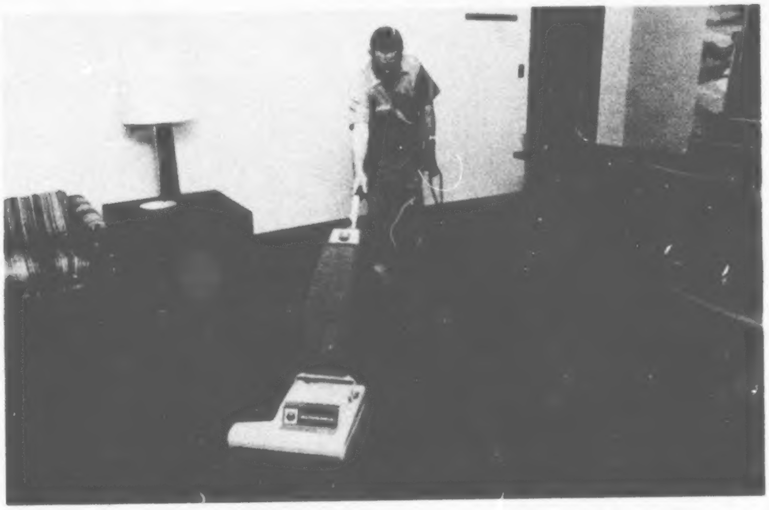
FIGURE 37



F. Operate vacuum with a back-and-forth motion, repeating strokes 5 to 7 times for each area (Figure 38)

(NOTE: Overlap strokes.)

FIGURE 38

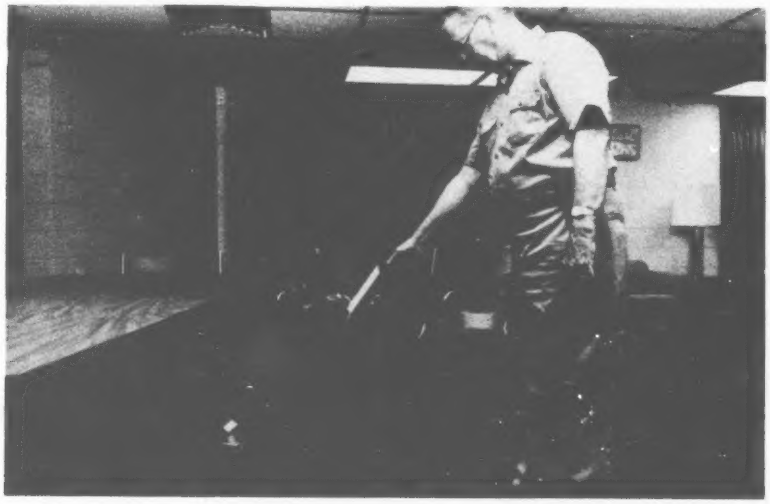


JOB SHEET #1

G. Vacuum room in sections, moving and replacing furniture as required (Figure 39)

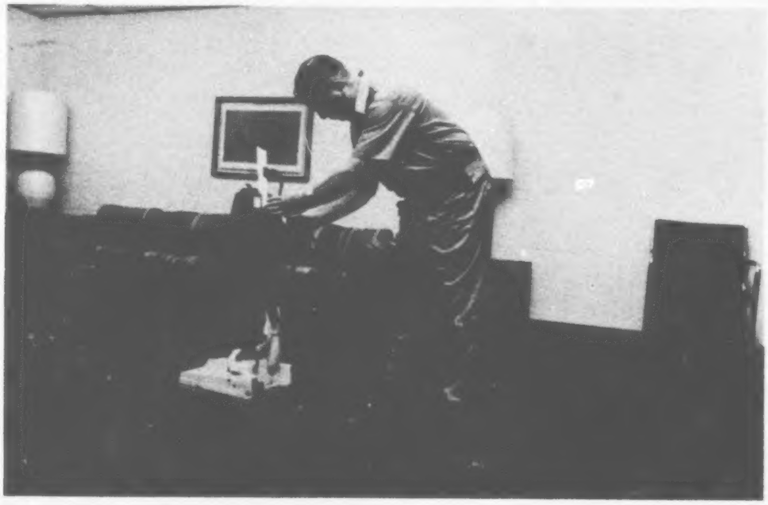
(NOTE: The last strokes for each section should be in the same direction to give a uniform look to the nap.)

FIGURE 39



H. Unplug vacuum from electrical source, and wind up cord (Figure 40)

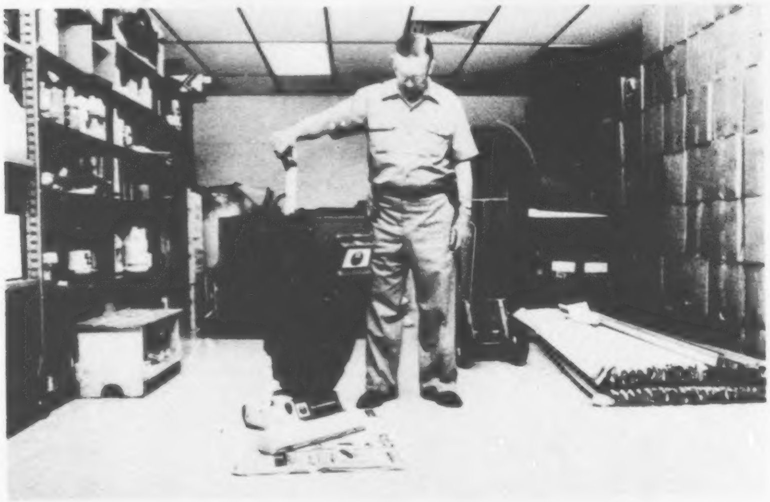
FIGURE 40



JOB SHEET #1

I. Place vacuum on old newspaper (Figure 41)

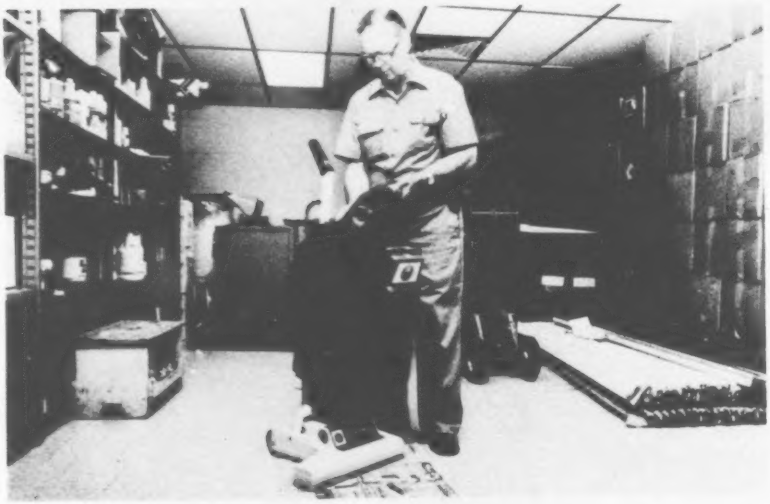
FIGURE 41



J. Check filter bag (Figure 42)

(NOTE: Replace filter bag if half full or over.)

FIGURE 42

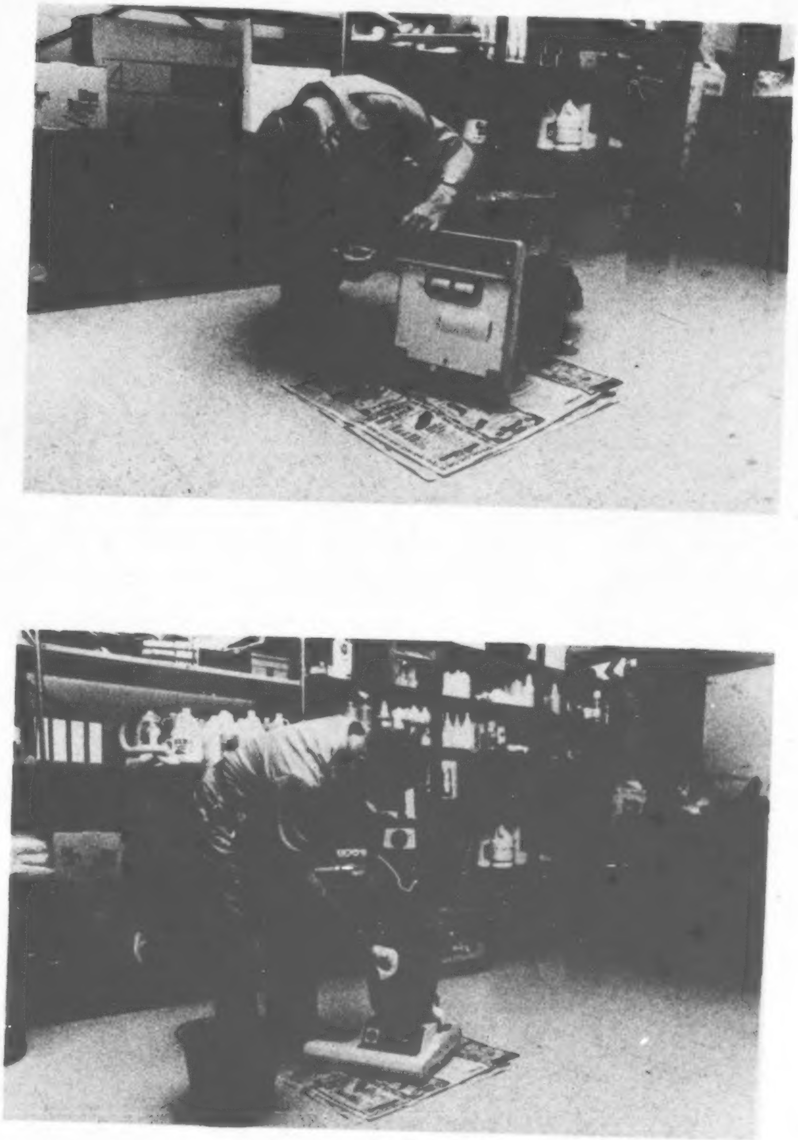


JOB SHEET #1

K. Check and clean vacuum brush, removing string and lint (Figure 43)

(NOTE: If this is a power nozzle type vacuum, the vacuum cleaner and hose can be used for this step.)

FIGURE 43



CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #2--REMOVE SPILLS AND STAINS FROM CARPET FOLLOWING A GENERAL PROCEDURE

I. Equipment and supplies (Figure 45)

   A. Spoon or dull-edged knife

   B. White cloth

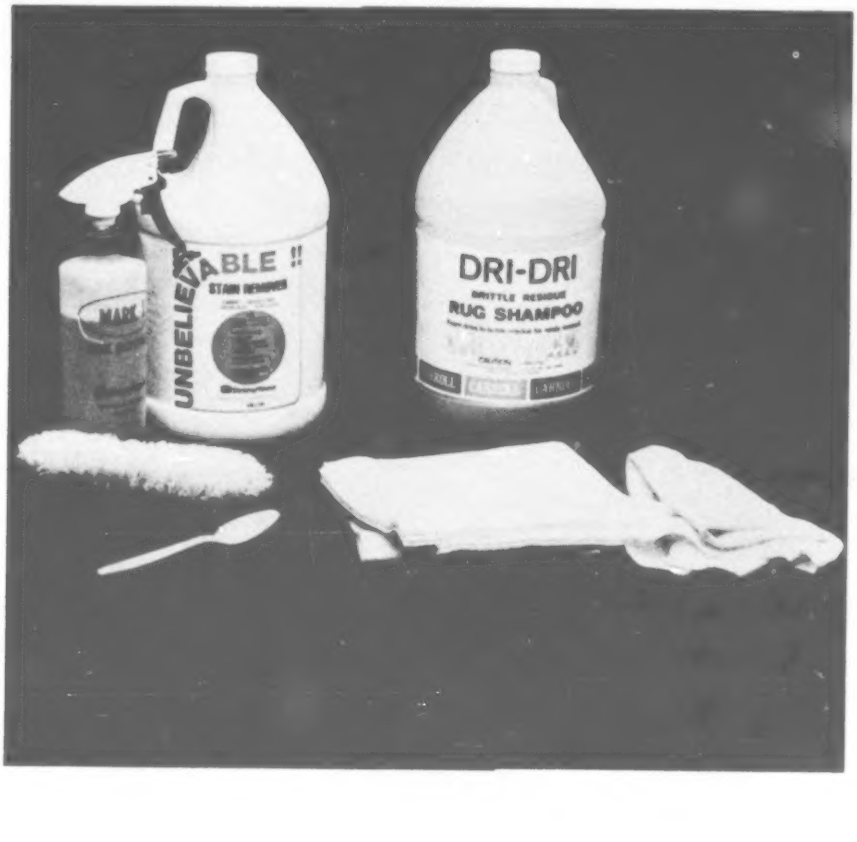
   C. Facial tissue or white paper toweling

   D. Cleaning solvent or upholstery cleaning fluid

   E. Carpet shampoo (foam or liquid concentrate)

   F. Soft bristle brush

FIGURE 45


MARK
UNBELIEVABLE !!
STAIN REMOVER
DRI-DRI
BRITTLE RESIDUE
RUG SHAMPOO

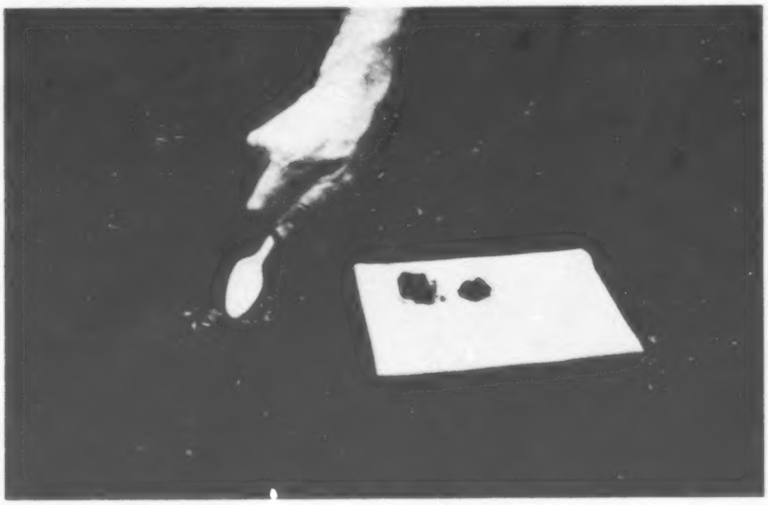
JOB SHEET #2

II. Procedure

A. Remove excess material immediately (Figures 46 and 47)

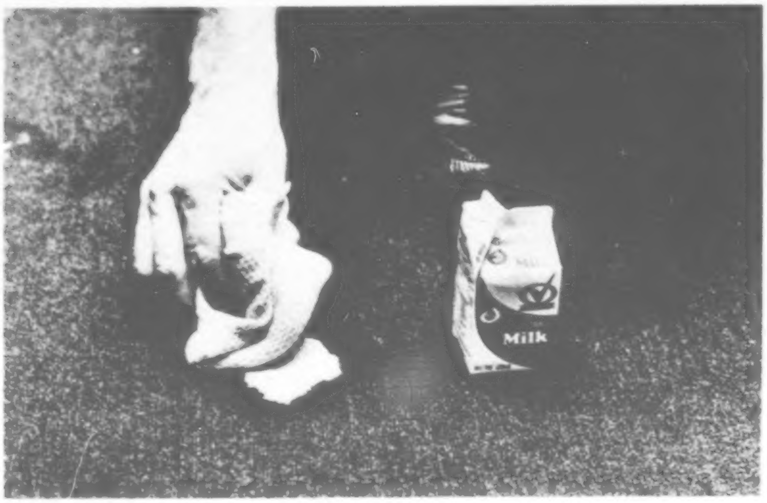
1. Take up semi-solids with a spoon or the dull edge of a knife

FIGURE 46



2. Soak up liquids with a clean white cloth, facial tissue, or paper towel

FIGURE 47



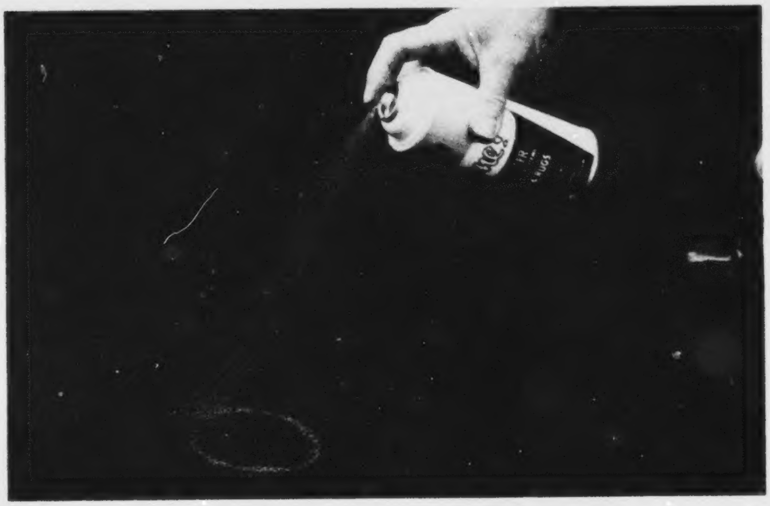
JOB SHEET #2

B. Apply a small quantity of solvent or upholstery cleaning fluid (Figure 48)

(CAUTION: DO NOT USE GASOLINE.)

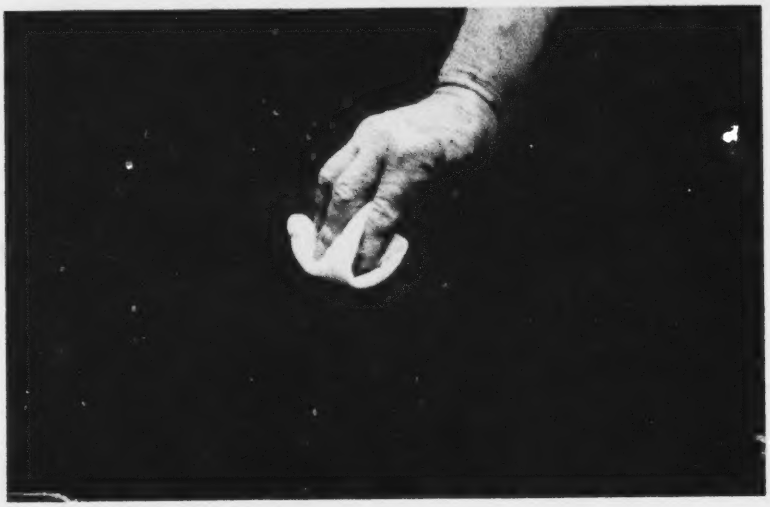
(NOTE: This step should be omitted if the spot or stain is water soluble.)

FIGURE 48



C. Pat gently with tissue or paper toweling (Figure 49)

FIGURE 49

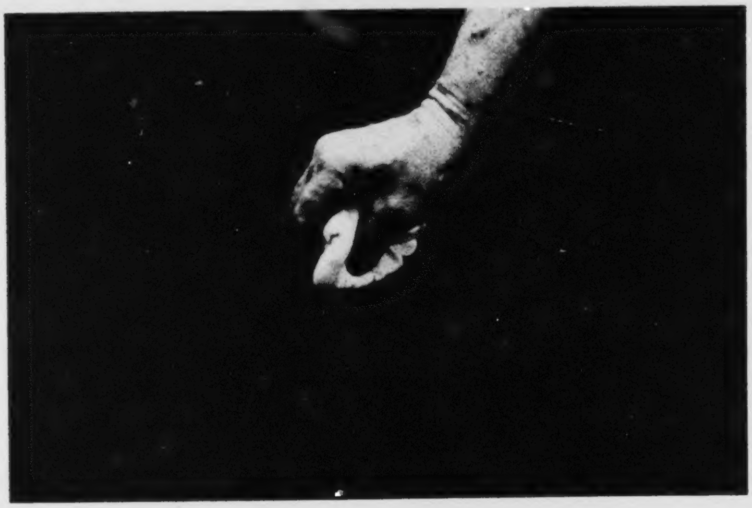


JOB SHEET #2

D. Work from the edges to the center of the spot (Figure 50)

(NOTE: Do not rub.)

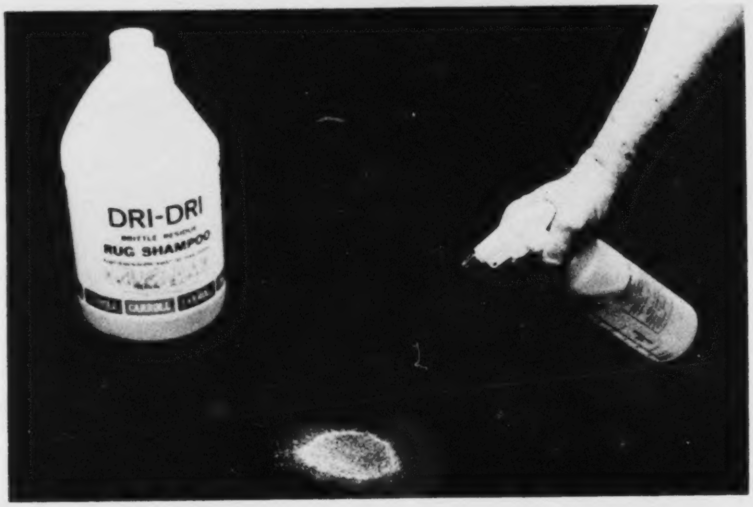
FIGURE 50



E. Dampen the spot with carpet shampoo and water (Figure 51)

(NOTE: Either spray foam or liquid concentrate may be used for this step.)

FIGURE 51

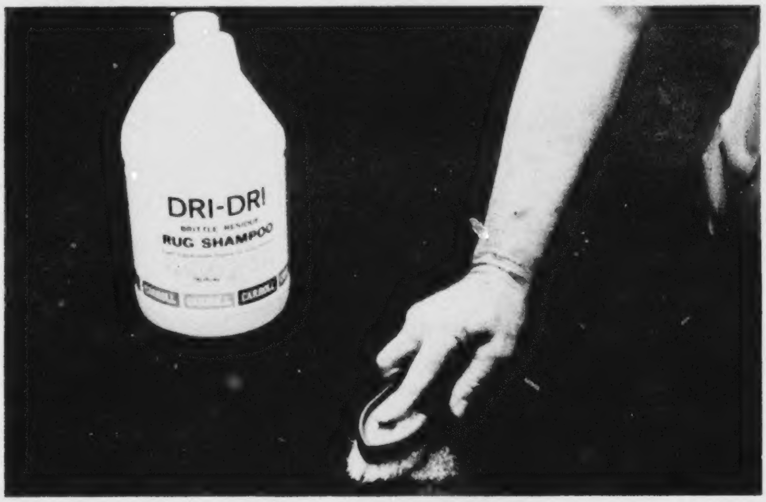


DRI-DRI
BRITTLE RESIDUE
RUG SHAMPOO
CARROLL

JOB SHEET #2

F. Work solution into carpet with soft brush or towel, working from edges toward center (Figure 52)

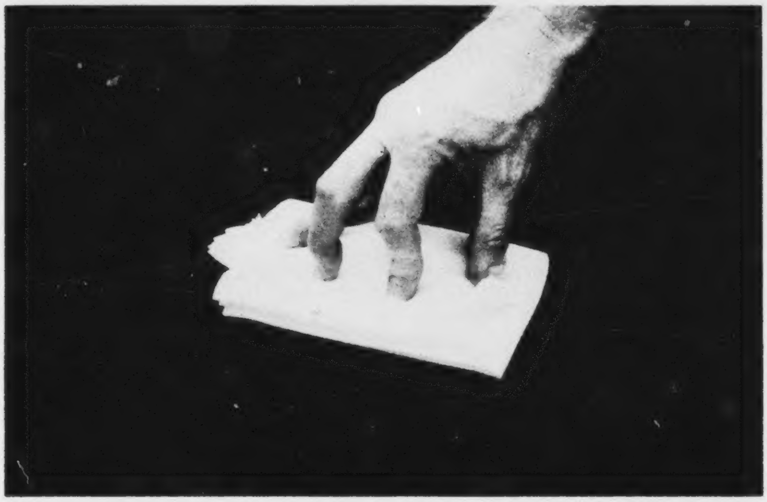
FIGURE 52


DRI-DRI
BRITTLE RESIDUE
RUG SHAMPOO
CARROLL

G. Apply a pad of facial tissues or paper toweling (Figure 53)

(NOTE: Pad should be 1/2-inch thick.)

FIGURE 53

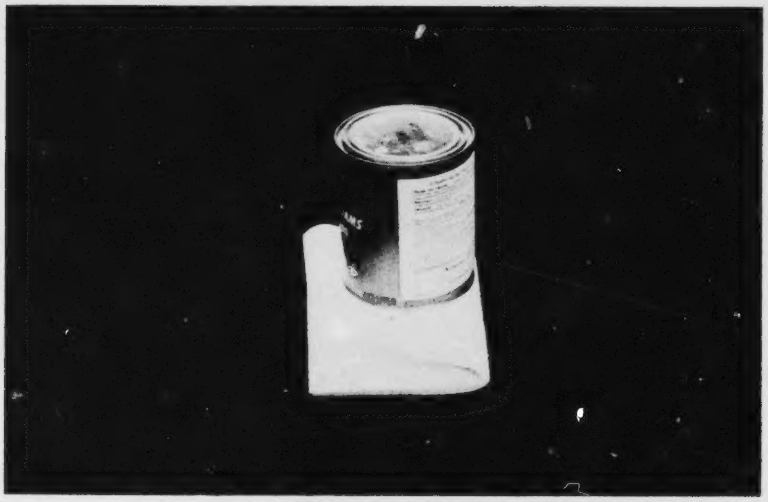


JOB SHEET #2

H. Place a weight on top of pad (Figure 54)

EXAMPLE: Large can of canned goods

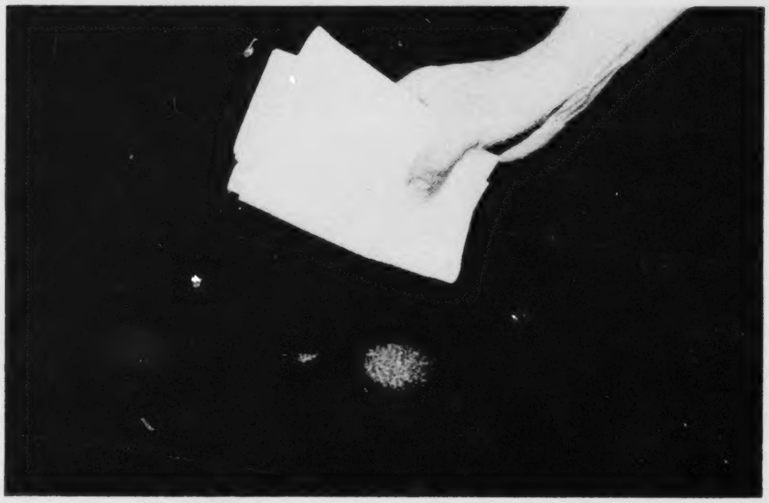
FIGURE 54



I. Check pad occasionally to see if it has absorbed all the liquid (Figure 55)

(NOTE: Replace pad if carpet is still wet or pad is saturated.)

FIGURE 55



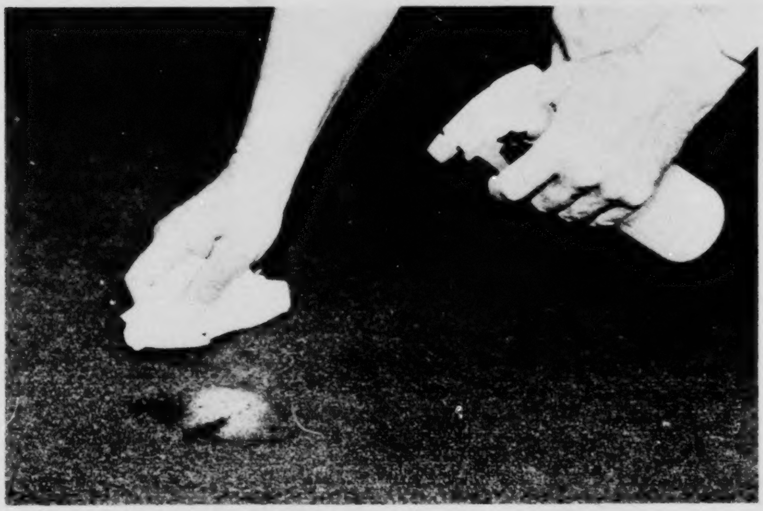
JOB SHEET #2

J. Let area dry (Figure 56)

FIGURE 56

K. Repeat cleaning procedure if stain is still apparent after carpet dries (Figure 57)

FIGURE 57



JOB SHEET #2

L. Brush carpet gently to restore fluffiness (Figure 58)

FIGURE 58

CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #3--SHAMPOO A LIGHTLY SOILED, CARPETED FLOOR USING THE DRY METHOD

I. Equipment and supplies (Figure 59)

A. Powdered dry-cleaning solvent for carpets

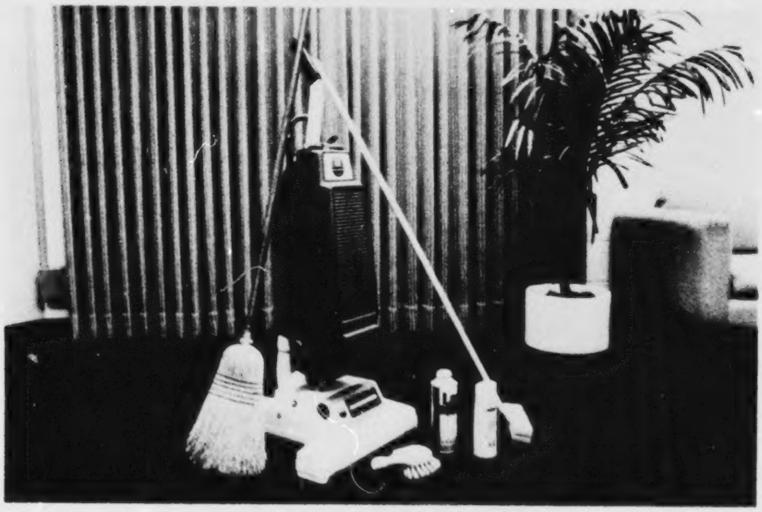
B. Vacuum cleaner

C. Powdered dry-cleaning solvent applicator (optional)

D. Broom (optional)

E. Hand scrub brush (optional)

FIGURE 59



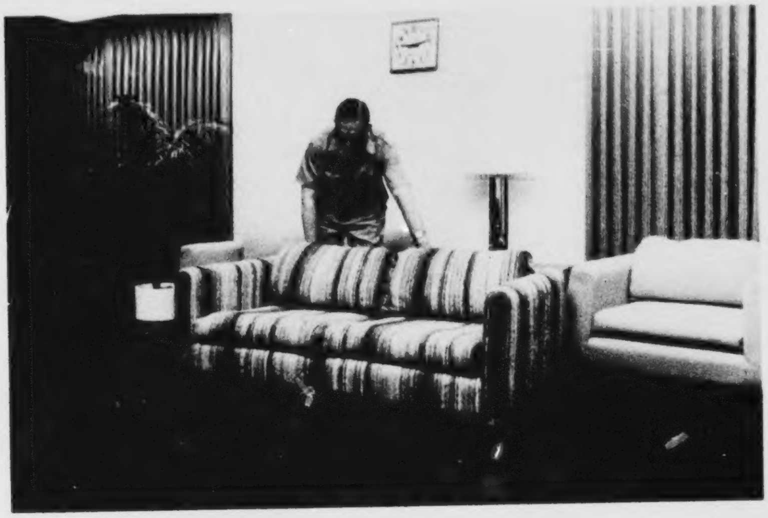
JOB SHEET #3

II. Procedure

A. Remove furniture from room (Figure 60)

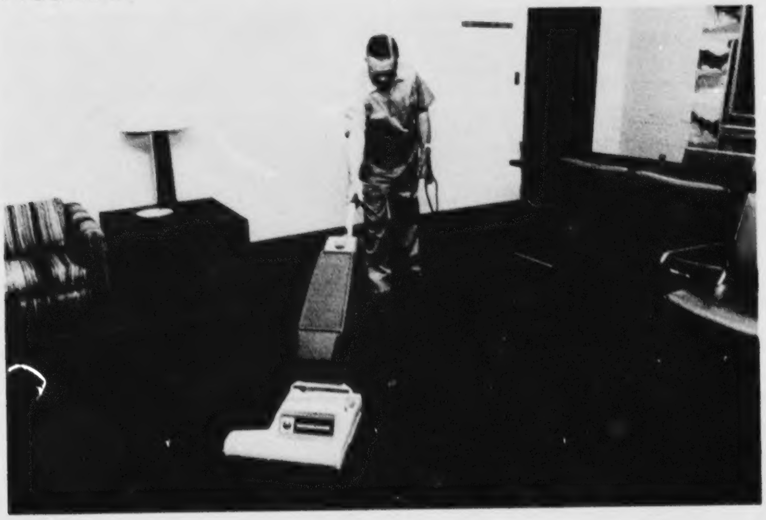
(NOTE: If you have no help, and some pieces of furniture are too heavy to move alone, move only enough to uncover area to be cleaned.)

FIGURE 60



B. Vacuum room thoroughly (Figure 61; Job Sheet #1)

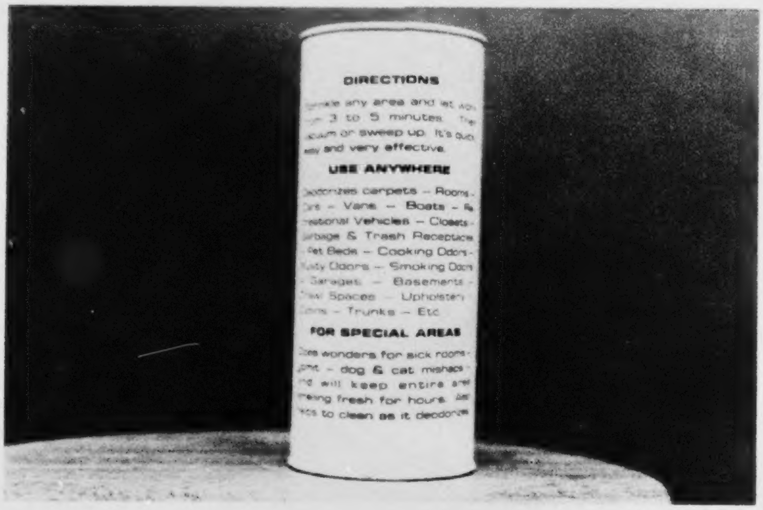
FIGURE 61



JOB SHEET #3

C. Read carpet cleaner label (Figure 62)

FIGURE 62


DIRECTIONS
rinkle any area and let wo
3 to 5 minutes. The
acuum or sweep up. It's quic
asy and very effective.
USE ANYWHERE
Deodorizes carpets — Rooms
Cars — Vans — Boats — Re
creational Vehicles — Closets
Garbage & Trash Receptacle
Pet Beds — Cooking Odors
Musty Odors — Smoking Odors
Garages — Basements
Crawl Spaces — Upholstery
Coins — Trunks — Etc.
FOR SPECIAL AREAS
Does wonders for sick rooms
pet — dog & cat mishaps
and will keep entire are
smelling fresh for hours. Als
helps to clean as it deodorize

D. Sprinkle powder evenly over carpet, following label instructions (Figure 63)

(NOTE: For best results, use a specially designed applicator or an aerosol container.)

FIGURE 63

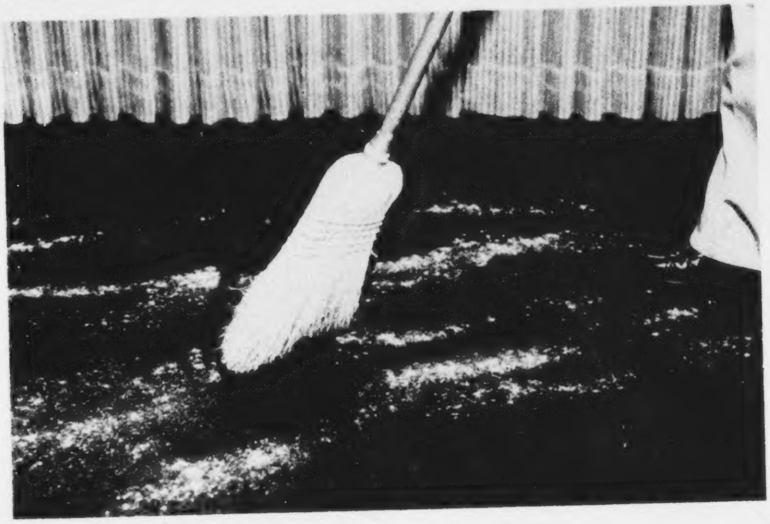
5

JOB SHEET #3

E. Work powder into carpet (Figure 64)

(NOTE: Use applicator for this task, or lightly brush with broom or brush.)

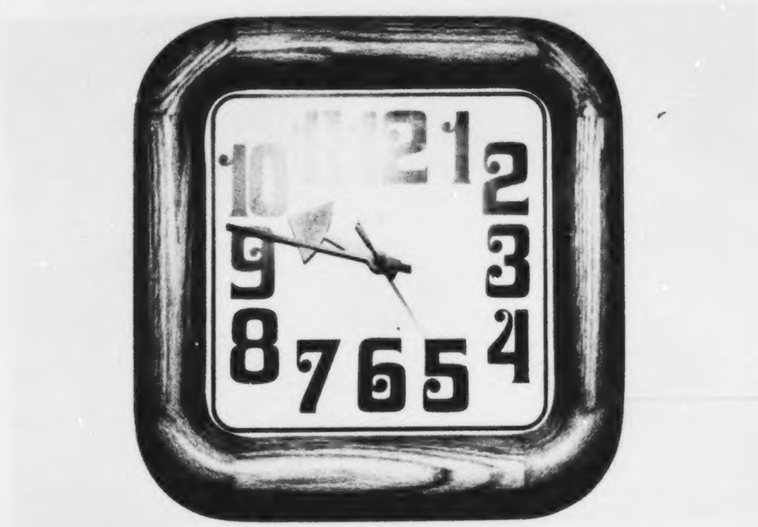
FIGURE 64



F. Let powder dissolve carpet soil (Figure 65)

(NOTE: Follow manufacturer's directions for waiting time.)

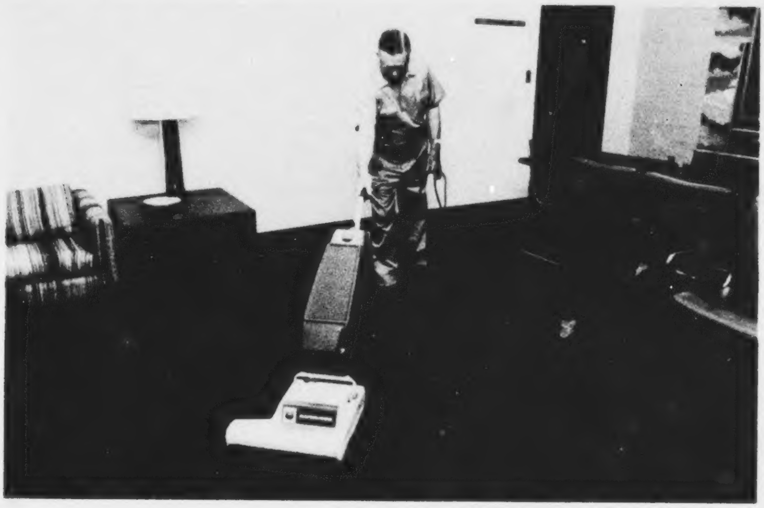
FIGURE 65



JOB SHEET #3

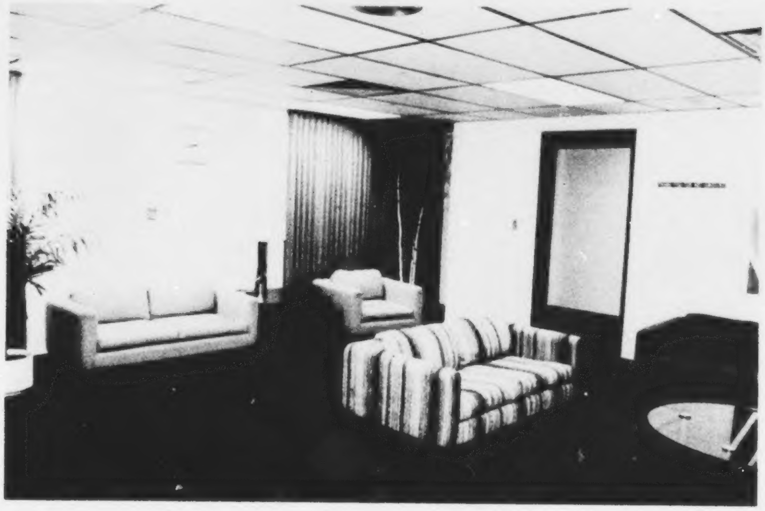
G. Vacuum thoroughly (Figure 66, Job Sheet #1)

FIGURE 66



H. Return furniture to original location (Figure 67)

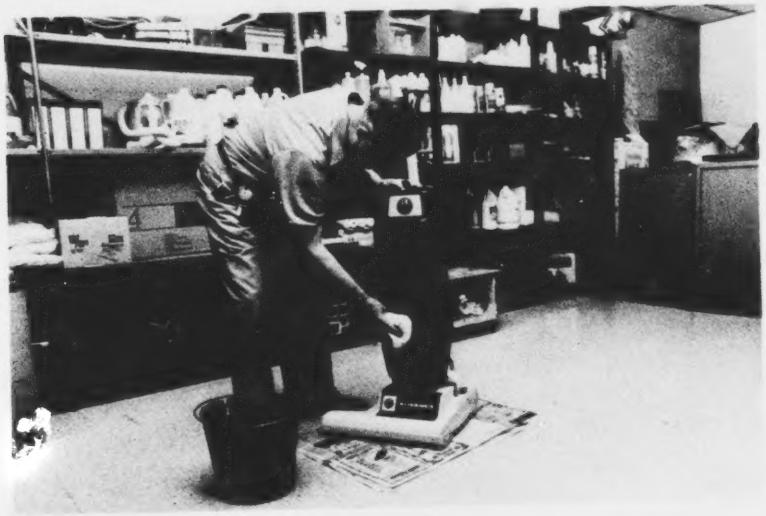
FIGURE 67



JOB SHEET #3

I. Clean and store vacuum (Figure 68)

FIGURE 68



CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #4--SHAMPOO A CARPETED FLOOR BY HAND USING THE FOAM METHOD

I. Equipment and supplies (Figure 69)

A. Aerosol carpet shampoo foam spray

B. Liquid carpet shampoo concentrate

C. Hand scrub brush

D. Cleaning cloths

E. Sponge mop (optional)

F. Small untreated dust mop (optional)

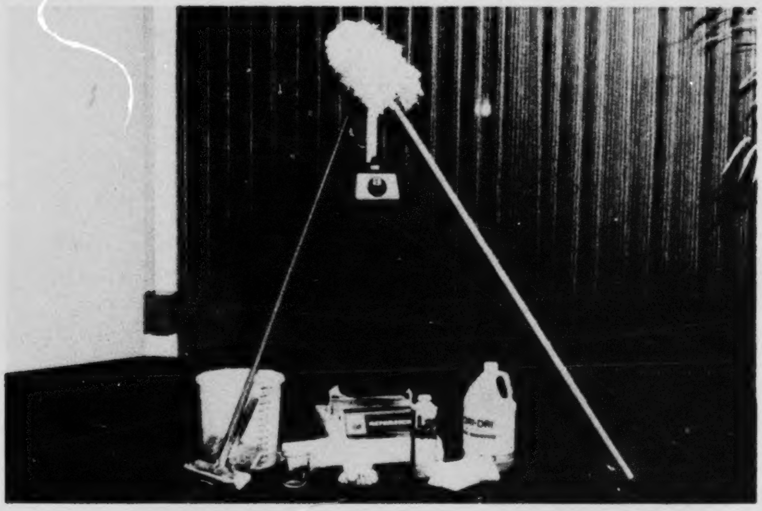
G. Measuring cup

H. Pail or pan (optional)

I. Electric mixer (optional)

J. Deck brush (optional)

FIGURE 69



JOB SHEET #4

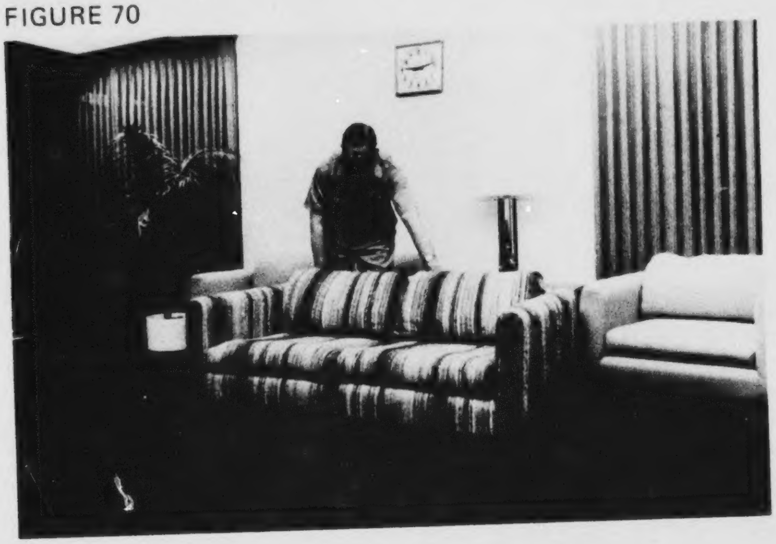
II. Procedure for hand cleaning (aerosol)

(NOTE: For surface touch-up, the steps using a mop or brush would be omitted.)

A. Remove furniture as required (Figure 70)

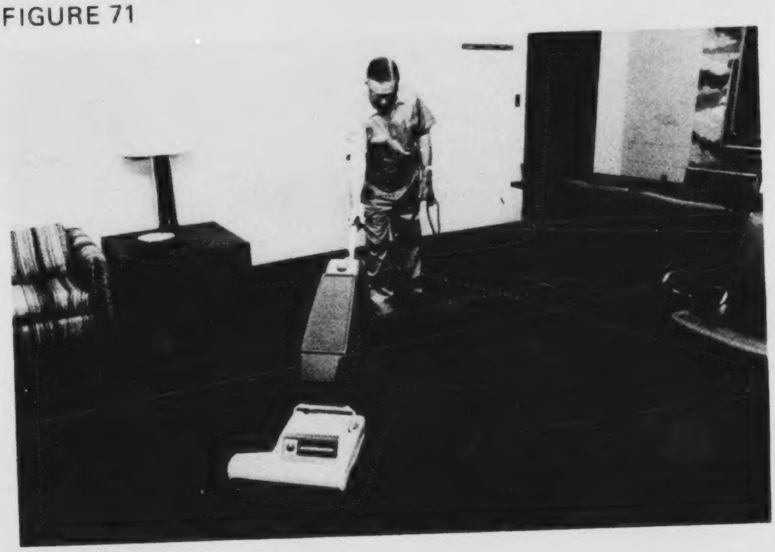
(NOTE: If you have no help, and some pieces of furniture are too heavy to move alone, move only enough to uncover area to be cleaned.)

FIGURE 70



B. Vacuum room thoroughly (Figure 71; Job Sheet #1)

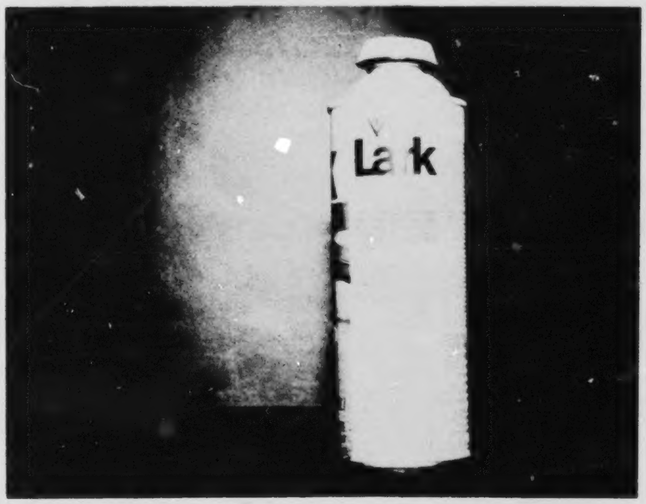
FIGURE 71



JOB SHEET #4

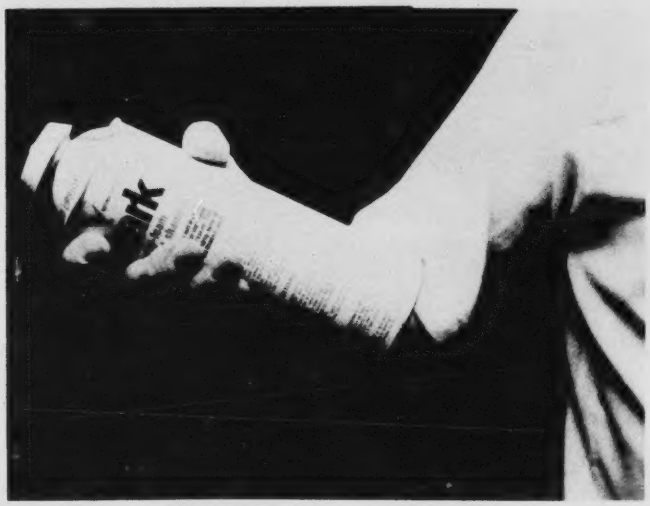
C. Read label on carpet shampoo container (Figure 72)

FIGURE 72



D. Shake container thoroughly (Figure 73)

FIGURE 73



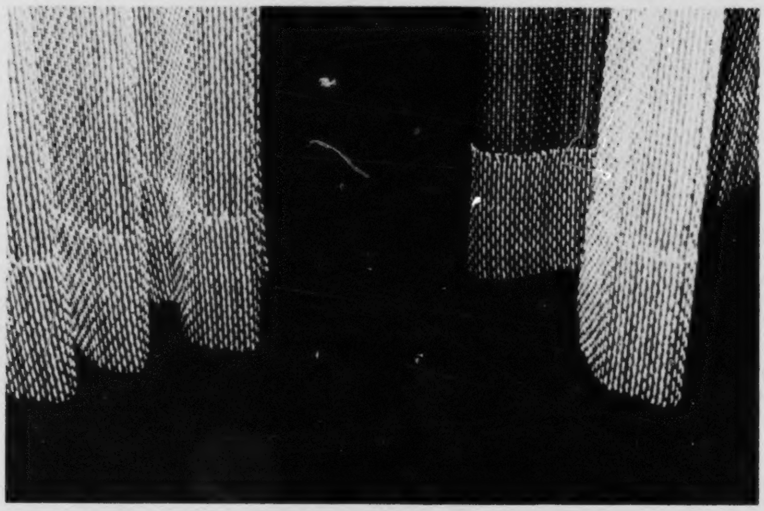
JOB SHEET #4

E. Check carpet for colorfastness (Figures 74-77)

1. Select a hidden area to test

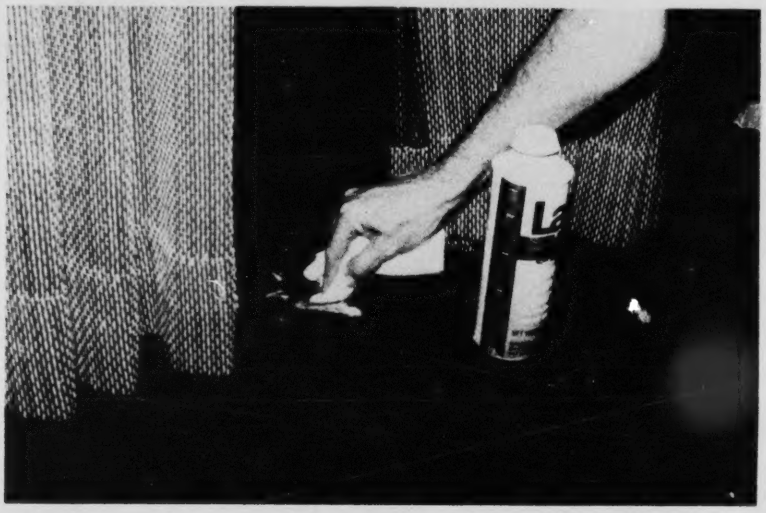
   (NOTE: Test behind door or in closet.)

FIGURE 74



2. Apply cleaning foam to hidden area using white paper toweling or disposable cloth

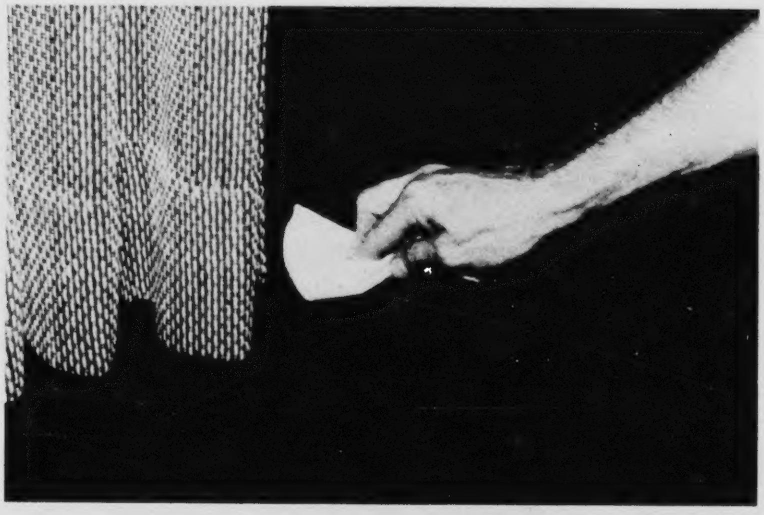
FIGURE 75



JOB SHEET #4

3. Blot area with clean white towel or cloth

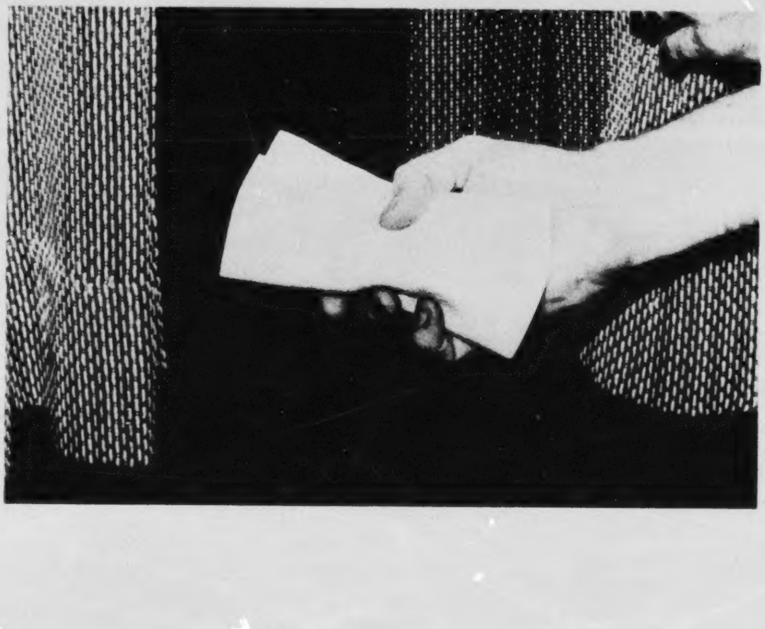
FIGURE 76



4. Check towel or cloth for color transfer

(NOTE: If no color is visible on cloth, then carpet is colorfast.)

FIGURE 77



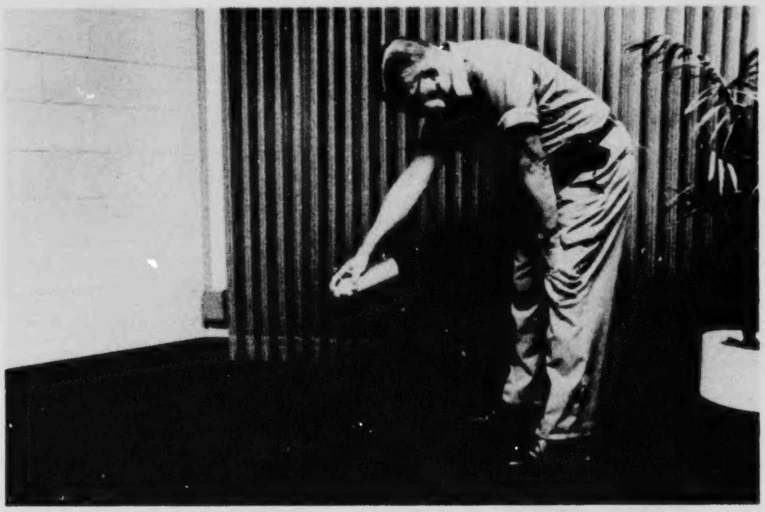
JOB SHEET #4

F. Apply foam to a 3-square-foot area (Figures 78 and 79)

(NOTE: Start at area farthest from exit door.)

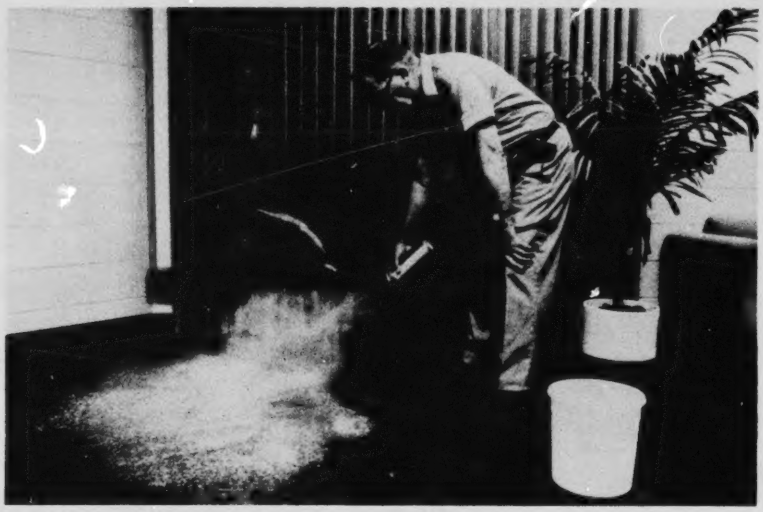
1. Spray from a height of about 2 feet

FIGURE 78



2. Spray a thin, white layer over the area using a sweeping motion

FIGURE 79



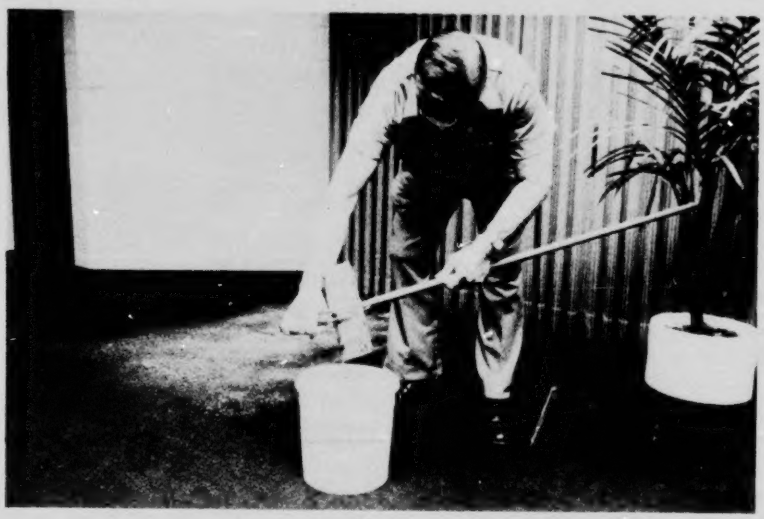
JOB SHEET #4

G. Wet sponge mop, deck brush, or dust mop in pail of warm water; wring out or shake out lightly (Figure 80)

(NOTE: Mop should be full of water for good cleaning.)

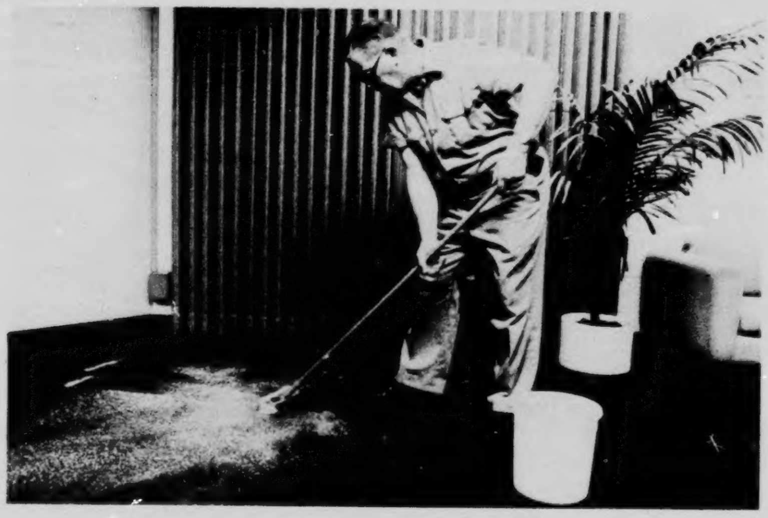
(CAUTION: CARPET SHOULD BE DAMP BUT NOT WET. IF BACKING OF PAD BECOMES SATURATED WITH WATER, IT MAY CAUSE COLOR BLEEDING, SHRINKAGE, OR MILDEW.)

FIGURE 80



H. Spread foam evenly over area using gentle strokes (Figure 81)

FIGURE 81

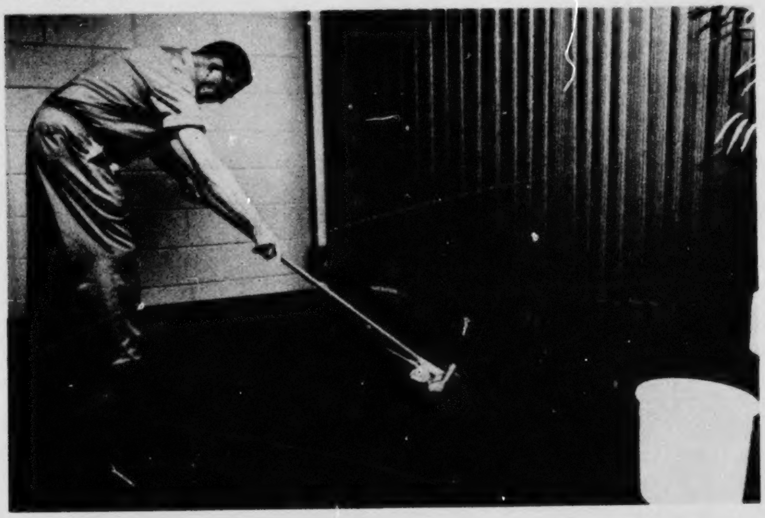


JOB SHEET #4

I. Work foam into carpet pile by applying more pressure (Figure 82)

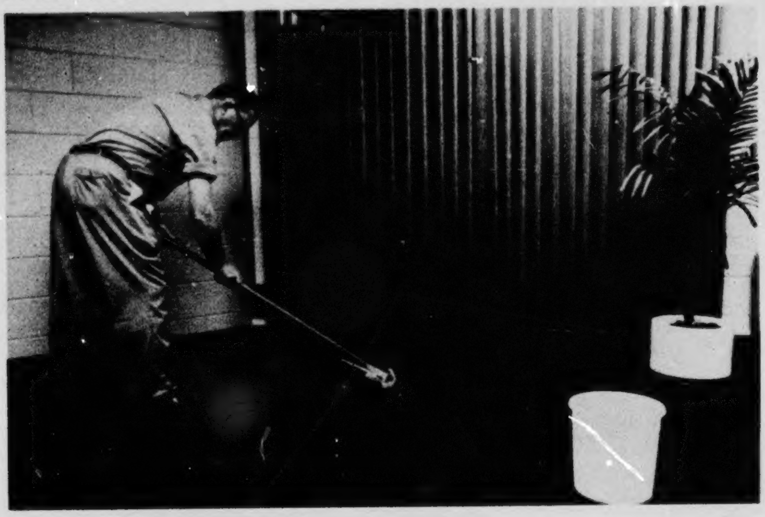
(NOTE: Work foam into carpet first in an up-and-down direction and then in a side-to-side direction until foam disappears. Heavily soiled areas may require more scrubbing.)

FIGURE 82



J. Raise nap by mopping area in one direction (Figure 83)

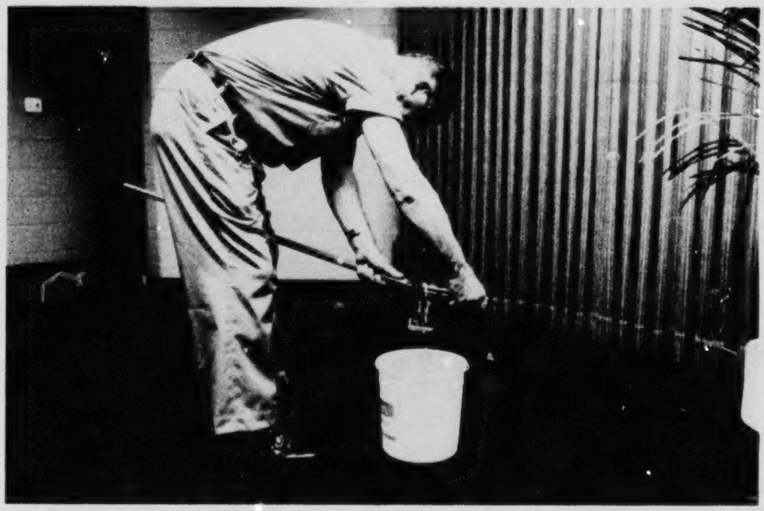
FIGURE 83



JOB SHEET #4

K. Rinse out mop in pail of warm water (Figure 84)

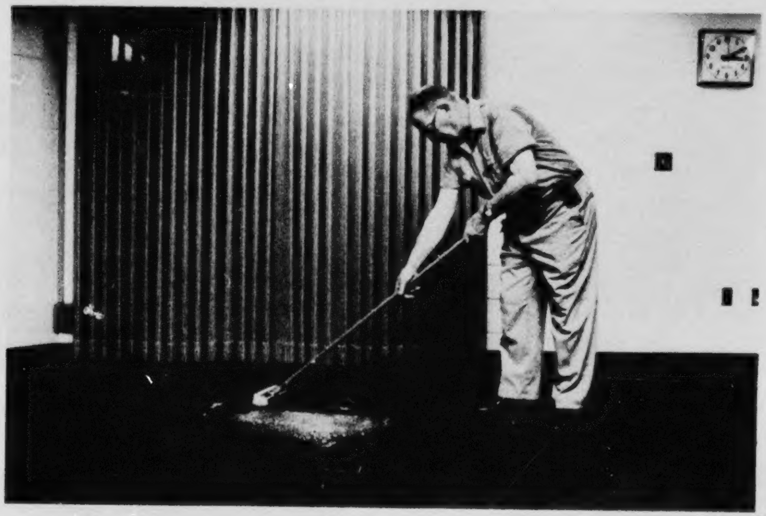
FIGURE 84



L. Repeat spraying and mopping process on next 3-square-foot area (Figure 85)

(NOTE: Repeat cleaning procedure in 3-square-foot sections, one at a time, until room is completed.)

FIGURE 85



JOB SHEET #4

M. Let floor dry completely (Figure 86)

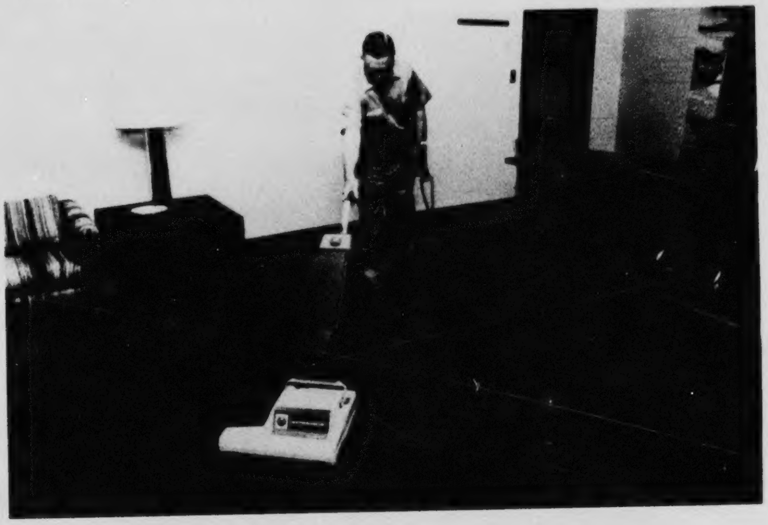
(NOTE: Do not walk on floor until dry.)

FIGURE 86

N. Vacuum thoroughly to remove loosened soil and dried cleaner (Figure 87)

(NOTE: Vacuuming will not remove all shampoo residue.)

FIGURE 87



JOB SHEET #4

O. Reset pile by brushing carpet in one direction with a stiff, dry deck brush (Figure 88)

FIGURE 88

P. Return furniture to original location (Figure 89)

(NOTE: Shampoo foam may damage finish on furniture legs if not wiped off.)

(CAUTION: CARPET PAD MAY RETAIN ENOUGH MOISTURE TO CAUSE METAL FURNITURE LEGS TO RUST.)

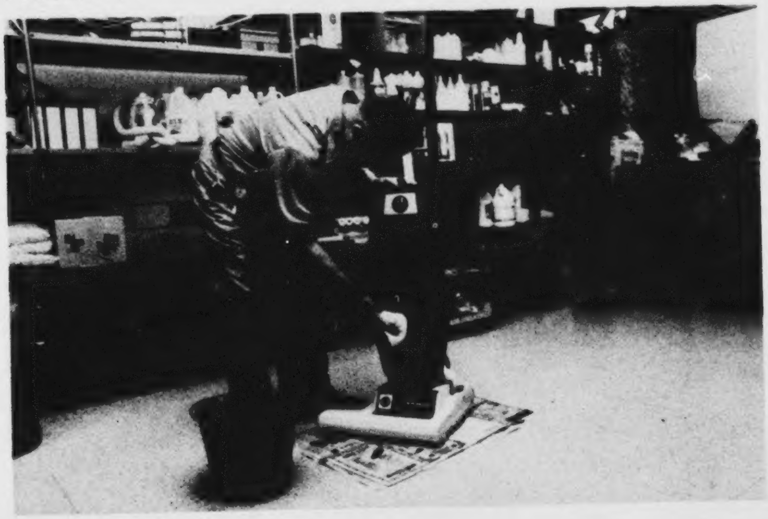
FIGURE 89

JOB SHEET #4

Q. Clean and store equipment (Figure 90)

(NOTE: Check vacuum filter bag and change if needed.)

FIGURE 90

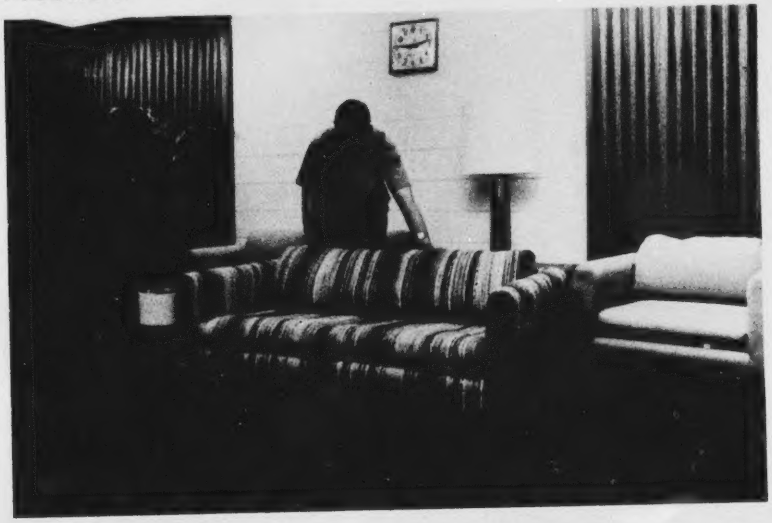


III. Procedure for hand cleaning (liquid concentrate)

A. Remove furniture (Figure 91)

(NOTE: If you have no help, and some pieces of furniture are too heavy to move alone, move only enough to uncover area to be cleaned.)

FIGURE 91



JOB SHEET #4

B. Vacuum room thoroughly (Figure 92, Job Sheet #1)

FIGURE 92

C. Read label on liquid concentrate container and mix solution (Figure 93)

FIGURE 93

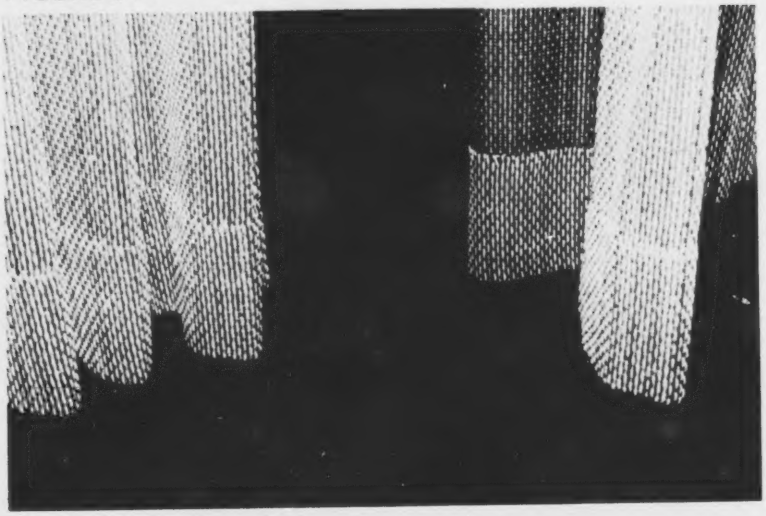
JOB SHEET #4

D. Check carpet for colorfastness (Figures 94-97)

1. Select a hidden area to test

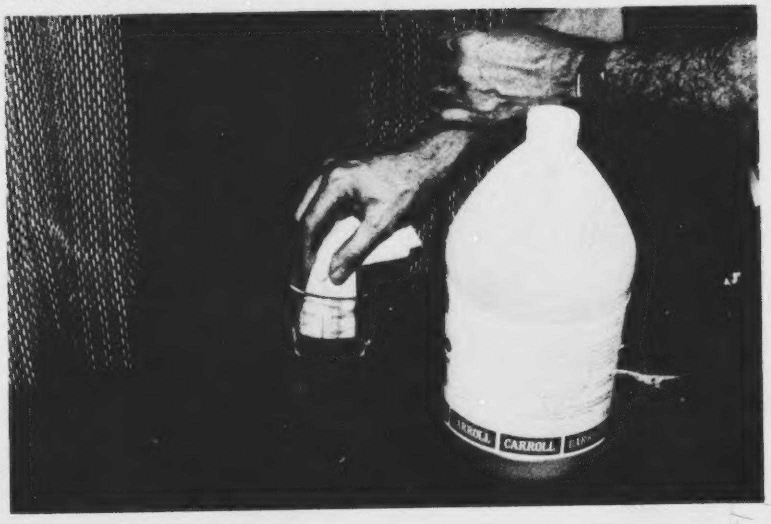
(NOTE: Test behind door or in closet.)

FIGURE 94



2. Apply cleaning solution to hidden area using white paper toweling or disposable cloth

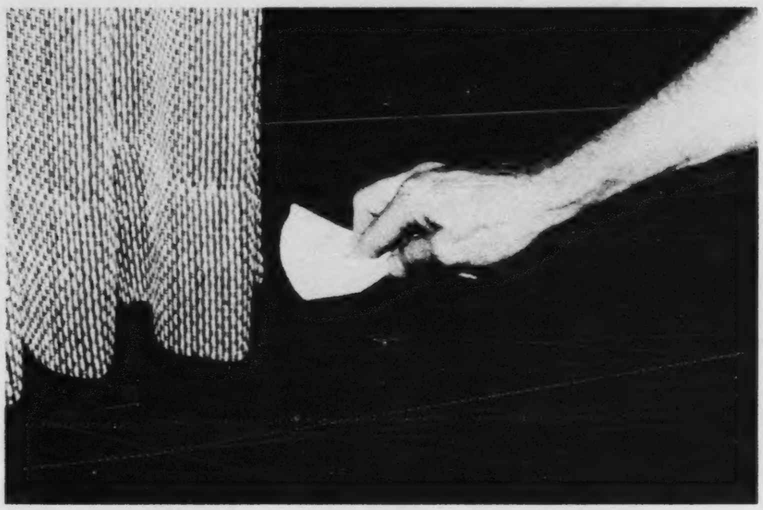
FIGURE 95



JOB SHEET #4

3. Blot area with clean white towel or cloth

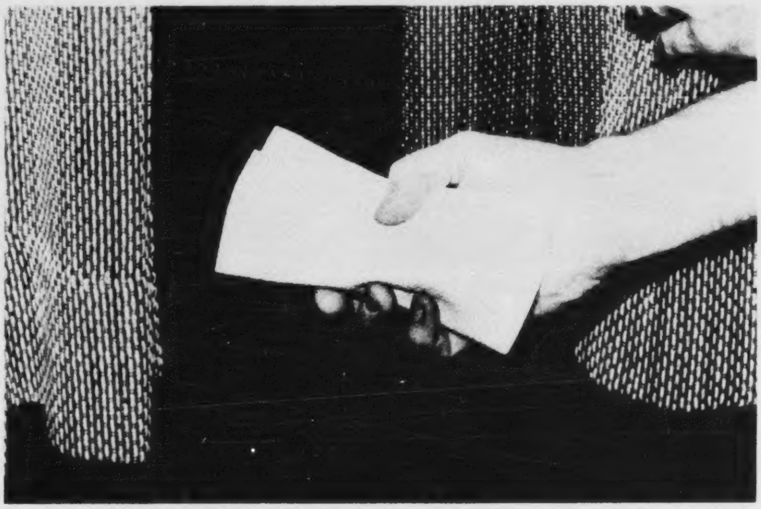
FIGURE 96



4. Check towel or cloth for color transfer

(NOTE: If no color is visible on cloth, then carpet is colorfast.)

FIGURE 97

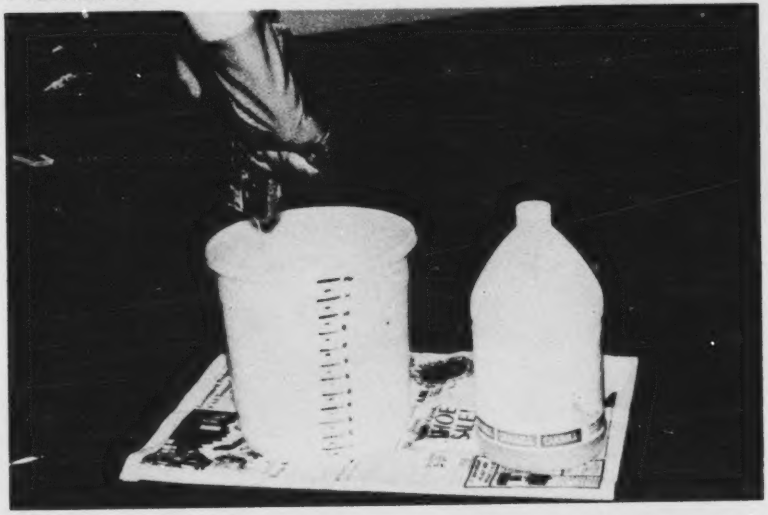


JOB SHEET #4

E. Dip sponge mop or dust mop head into solution and wring out lightly (Figure 98)

(NOTE: If solution is foamed, it may be applied directly to carpet.)

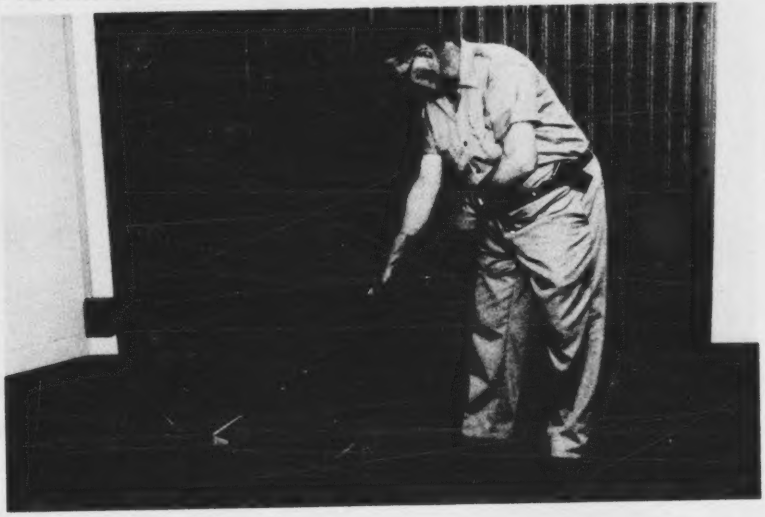
FIGURE 98



F. Rub a 3-square-foot area of carpet briskly with a damp sponge mop or dust mop starting at point farthest from door, working up a lather of foam (Figure 99)

(CAUTION: CARPET SHOULD BE DAMP BUT NOT WET. IF BACKING OR PAD BECOMES SATURATED WITH WATER, IT COULD CAUSE BLEEDING, SHRINKAGE, OR MILDEW.)

FIGURE 99

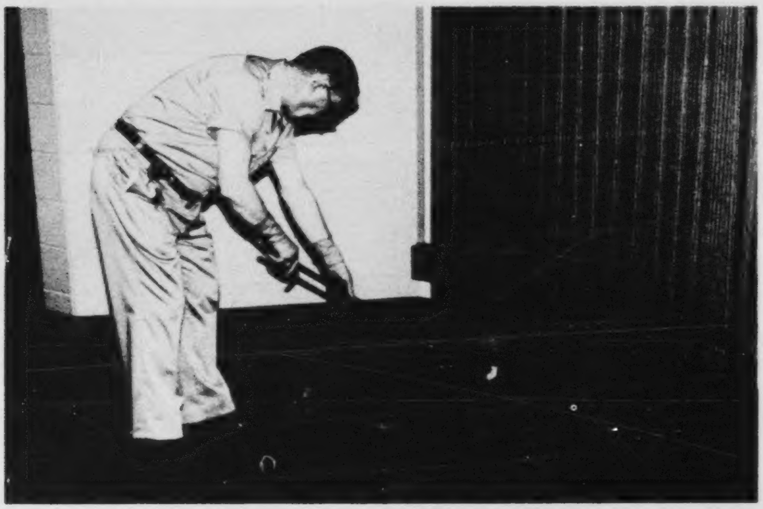


JOB SHEET #4

G. Work carpet first in up-and-down direction and then in side-to-side direction to work foam down into the pile (Figure 100)

(NOTE: Finish each section by mopping in one direction to set nap.)

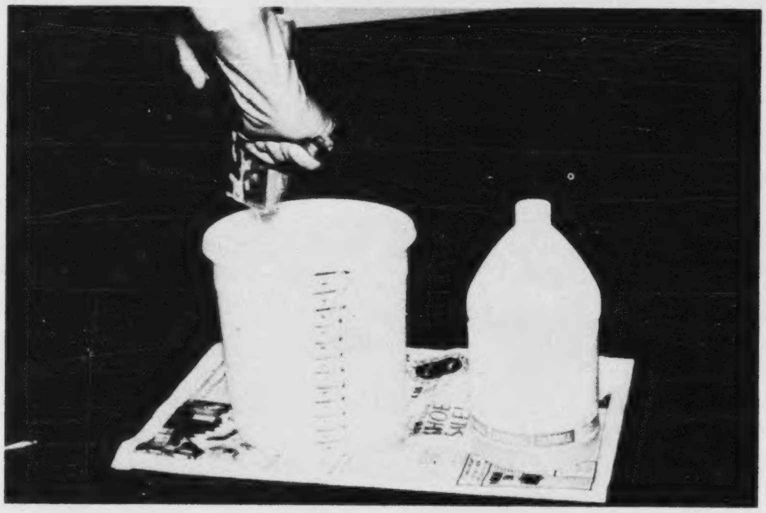
FIGURE 100



H. Rinse mop in solution and repeat process, cleaning next 3-square-foot area (Figure 101)

(NOTE: Continue shampooing process, cleaning 3-square-foot sections until room is completed.)

FIGURE 101



JOB SHEET #4

I. Let floor dry completely (Figure 102)

(NOTE: Do not walk on floor until dry.)

FIGURE 102

12
1
2
3
4
5
6
7
8
9
10
11

J. Vacuum thoroughly to remove loosened soil and dried cleaner (Figure 103)

(NOTE: Vacuuming will not remove all shampoo residue.)

FIGURE 103

JOB SHEET #4

K. Reset pile by brushing carpet in one direction with stiff, dry deck brush (Figure 104)

FIGURE 104

L. Return furniture to original location (Figure 105)

(NOTE: Shampoo foam may damage finish on furniture legs if not wiped off.)

(CAUTION: CARPET PAD MAY RETAIN ENOUGH MOISTURE TO CAUSE METAL FURNITURE LEGS TO RUST.)

FIGURE 105

JOB SHEET #4

M. Clean and store equipment (Figure 106)

(NOTE: Check vacuum filter bag and change if needed.)

FIGURE 106

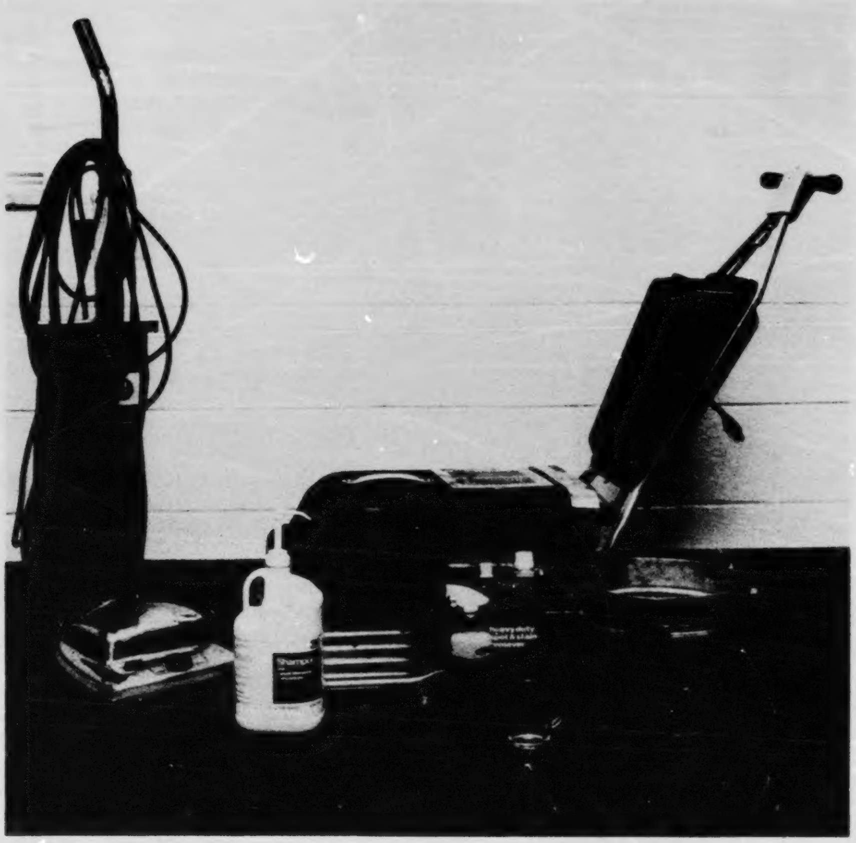
CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #5--SHAMPOO A CARPETED FLOOR USING A DRY FOAM MACHINE OR A WET FOAM MACHINE

I. Equipment and supplies (Figure 107)

- A. Liquid carpet shampoo concentrate
- B. Vacuum cleaner
- C. Hand scrub brush
- D. Cleaning cloths
- E. Pail
- F. Measuring cup

FIGURE 107

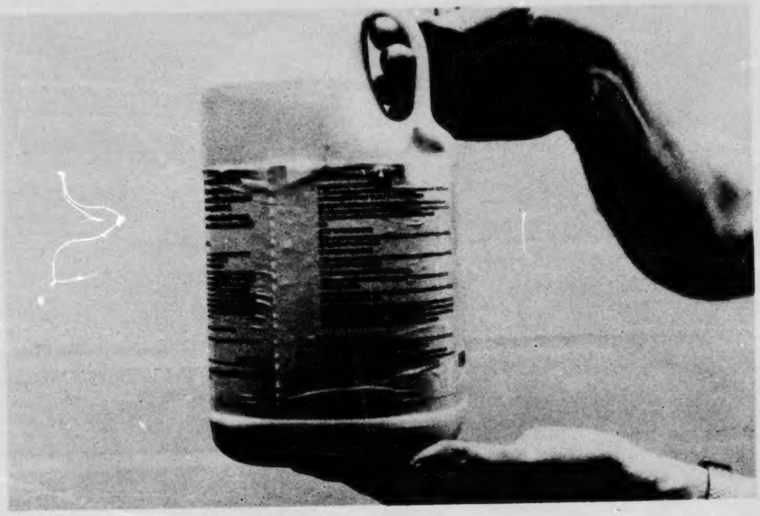

Shampoo
Heavy duty spot & stain remover

JOB SHEET #5

II. Procedure

A. Read label on liquid shampoo concentrate (Figure 108)

FIGURE 108



B. Mix solution following manufacturer's instructions (Figure 109)

(NOTE: Pre-mix solution before filling machine reservoir.)

FIGURE 109

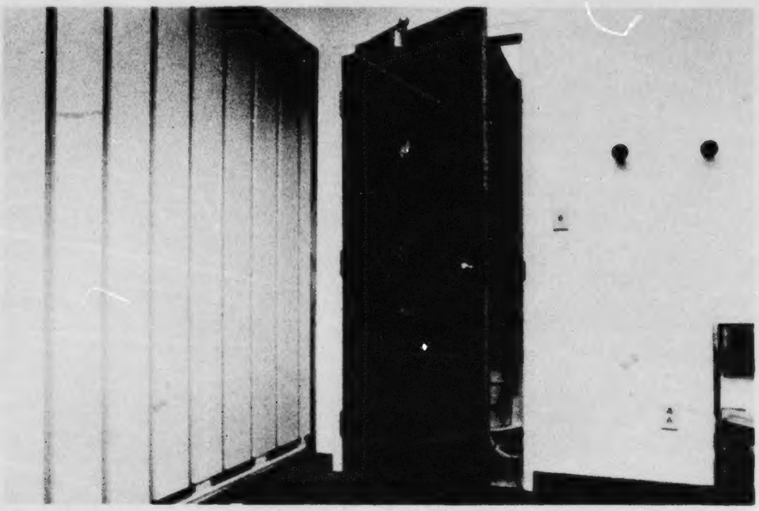
JOB SHEET #5

C. Check carpet for colorfastness (Figures 110-113)

1. Select a hidden area to test

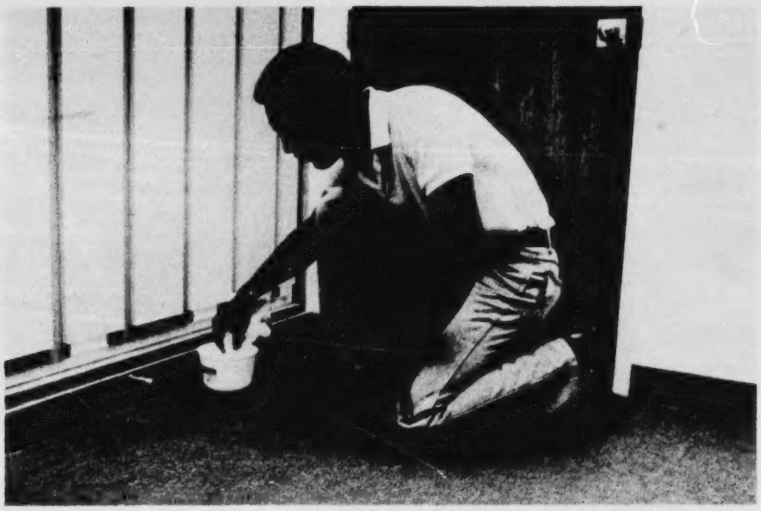
   (NOTE: Test behind door or in closet.)

FIGURE 110



2. Apply cleaning solution to hidden area using white paper toweling or disposable cloth

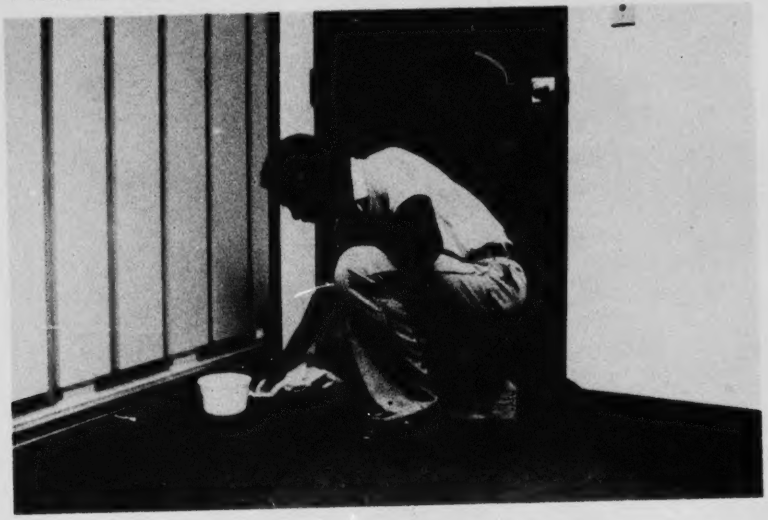
FIGURE 111



JOB SHEET #5

3. Blot area with clean white towel or cloth

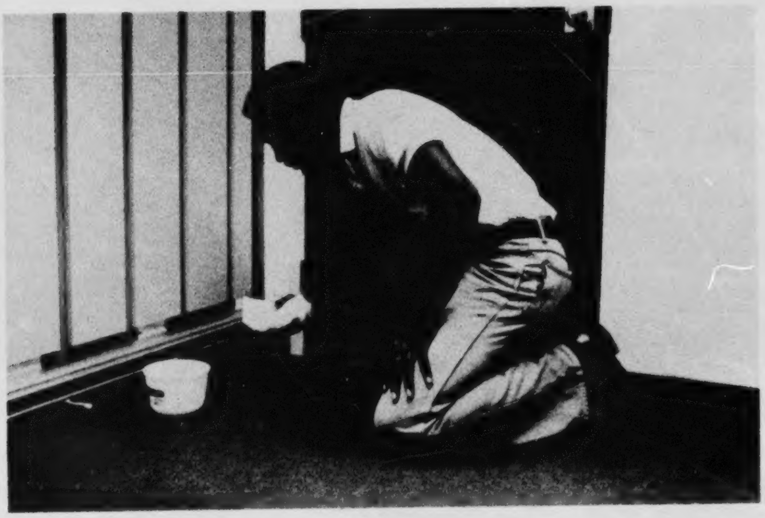
FIGURE 112



4. Check towel or cloth for color transfer

(NOTE: If no color is visible on cloth, then carpet is colorfast.)

FIGURE 113



JOB SHEET #5

D. Add pre-mixed solution to machine reservoir (Figure 114)

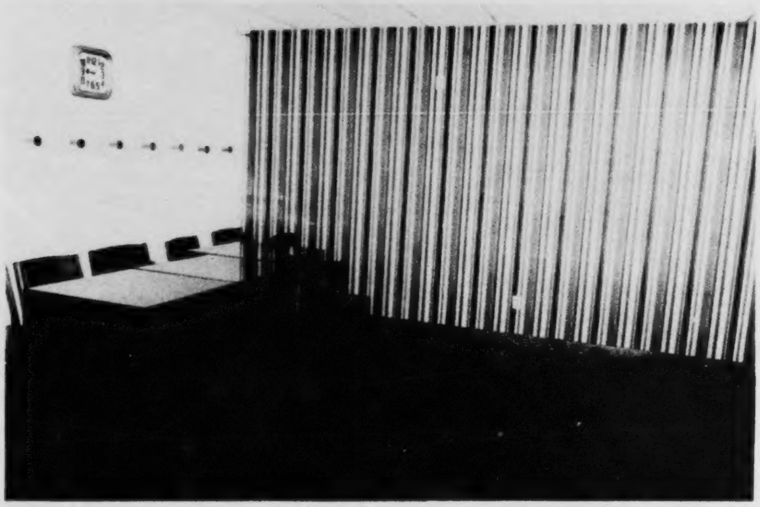
(NOTE: Leave small amount of solution in pail to be used for hand scrubbing of corners and edges.)

FIGURE 114

E. Remove furniture (Figure 115)

(NOTE: If you have no help, and some pieces of furniture are too heavy to move alone, move only enough to uncover area to be cleaned.)

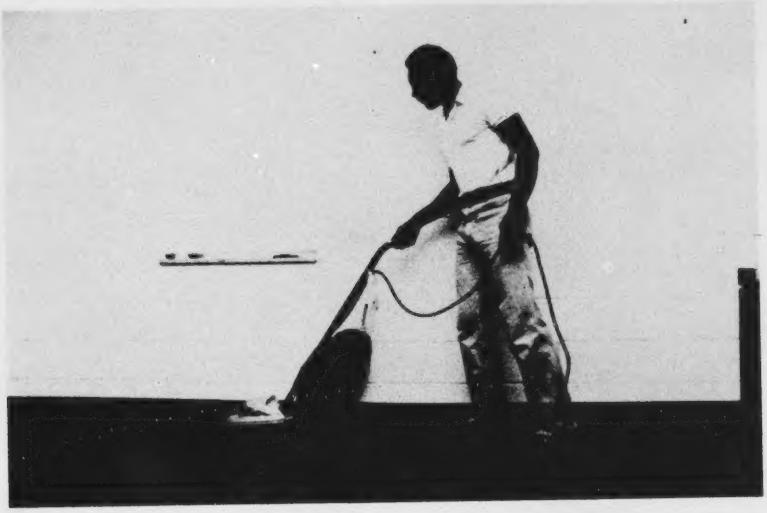
FIGURE 115



JOB SHEET #5

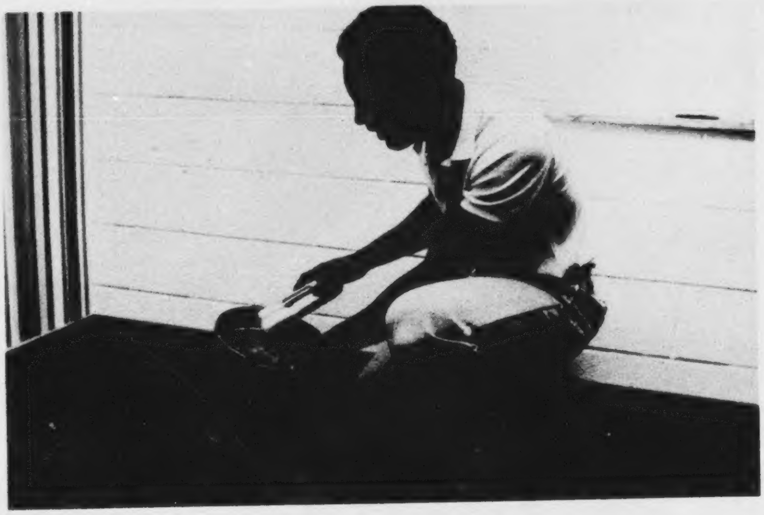
F. Vacuum room thoroughly (Figure 116, Job Sheet #1)

FIGURE 116



G. Dip scrub brush into pail containing pre-mixed solution; shake out lightly (Figure 117)

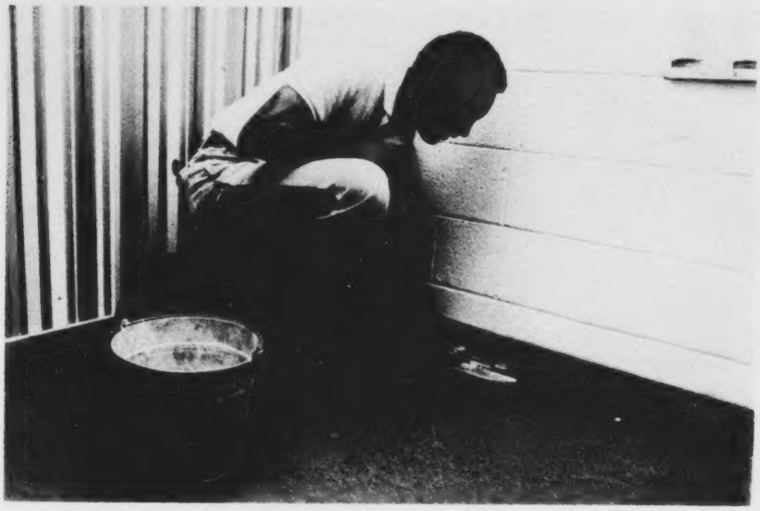
FIGURE 117



JOB SHEET #5

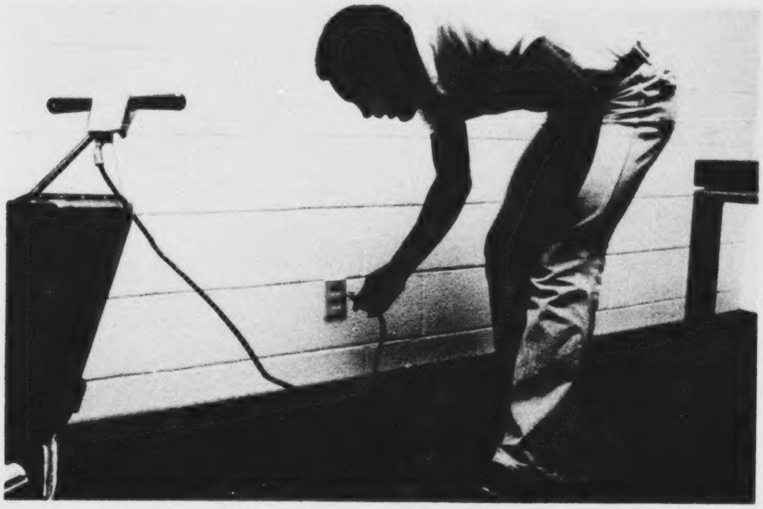
H. Scrub corners and edges of carpet with scrub brush dipped in solution (Figure 118)

FIGURE 118



I. Plug in foam shampoo machine (Figure 119)

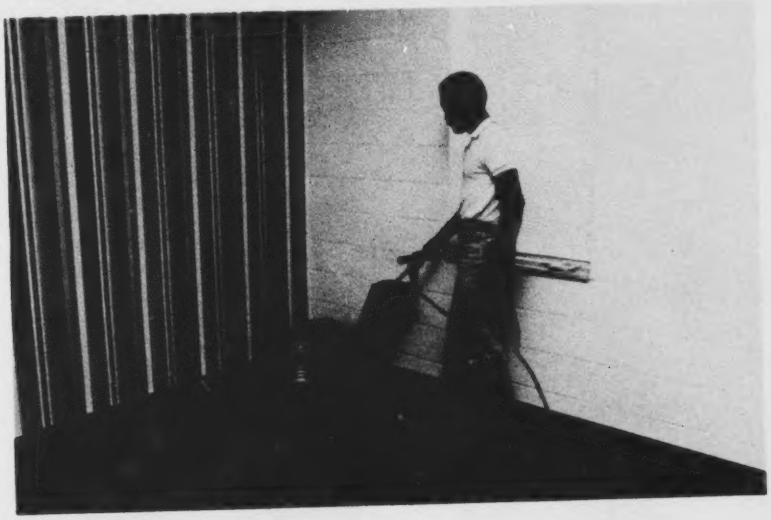
FIGURE 119



JOB SHEET #5

J. Position machine at point in room farthest from exit door (Figure 120)

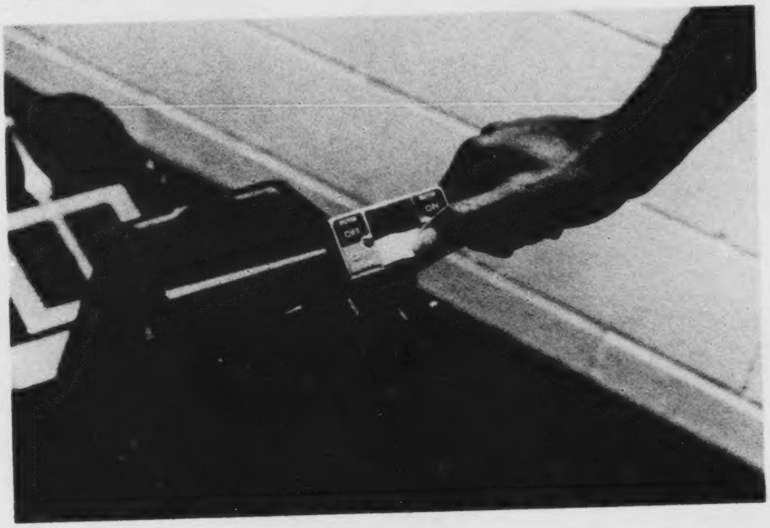
FIGURE 120



K. Activate shampoo foam control switch or lever (Figure 121)

(NOTE: Follow machine manufacturer's instructions.)

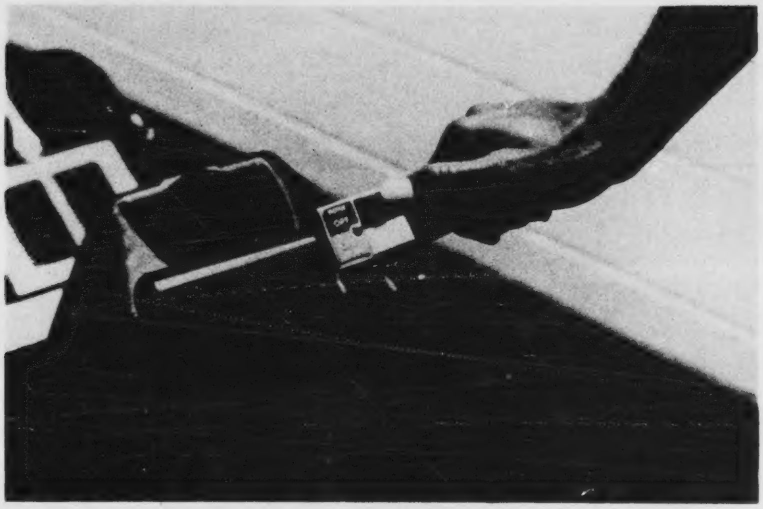
FIGURE 121



JOB SHEET #5

L. Activate brush control switch or lever (Figure 122)

FIGURE 122

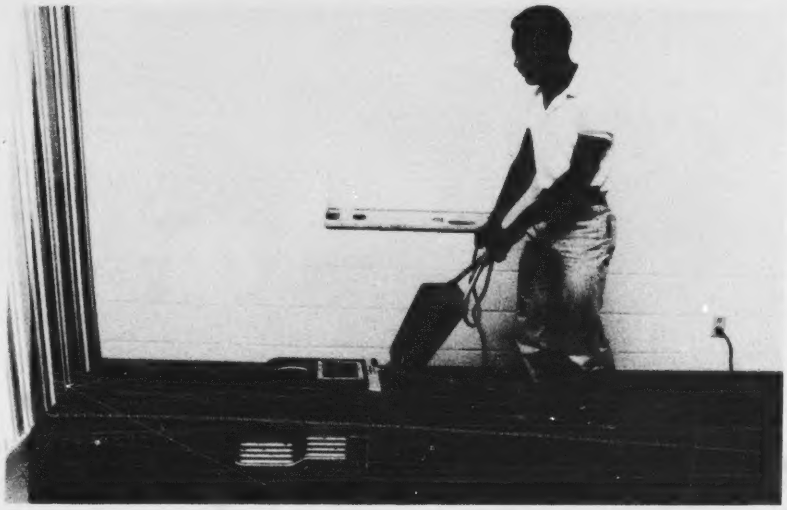


M. Move machine back and forth in one direction, applying foam and working carpet pile with brush (Figures 123-125)

(NOTE: Follow machine manufacturer's instructions.)

1. Work a 6-square-foot area

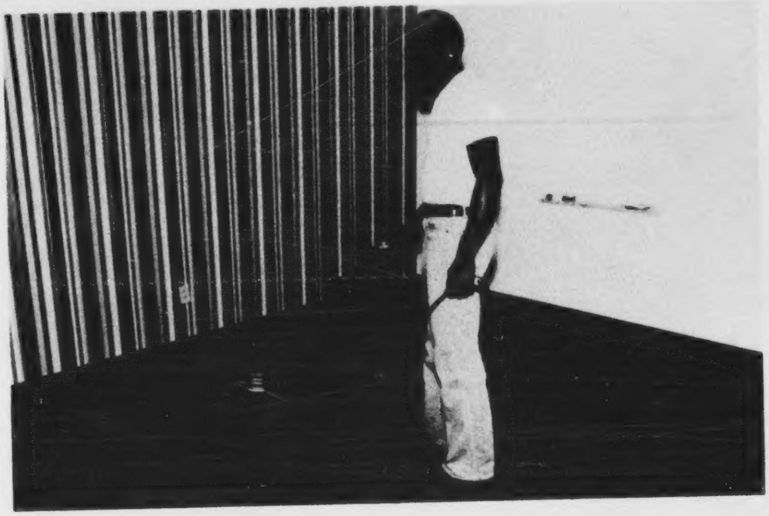
FIGURE 123



JOB SHEET #5

2. Work from far to near, moving backwards

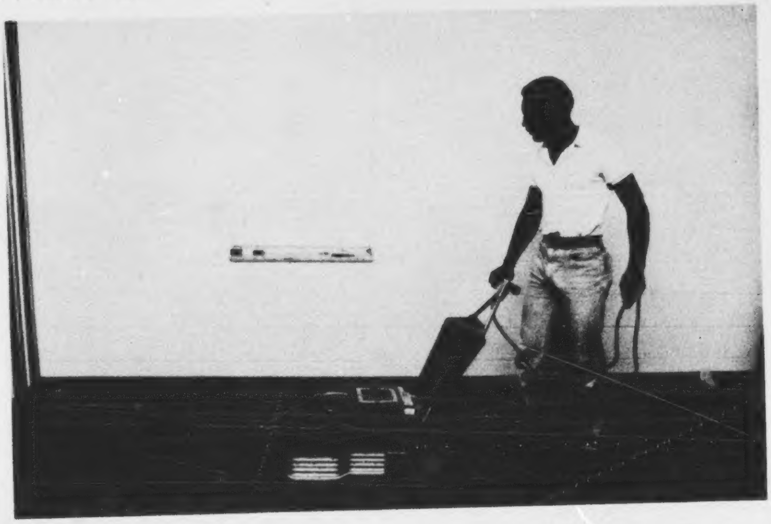
FIGURE 124



3. Distribute foam evenly

(CAUTION: AREA SHOULD BE DAMP BUT NOT WET. OVER-WETTING MAY SATURATE BACKING OR PAD, CAUSING COLOR BLEEDING, SHRINKAGE, OR MILDEW.)

FIGURE 125

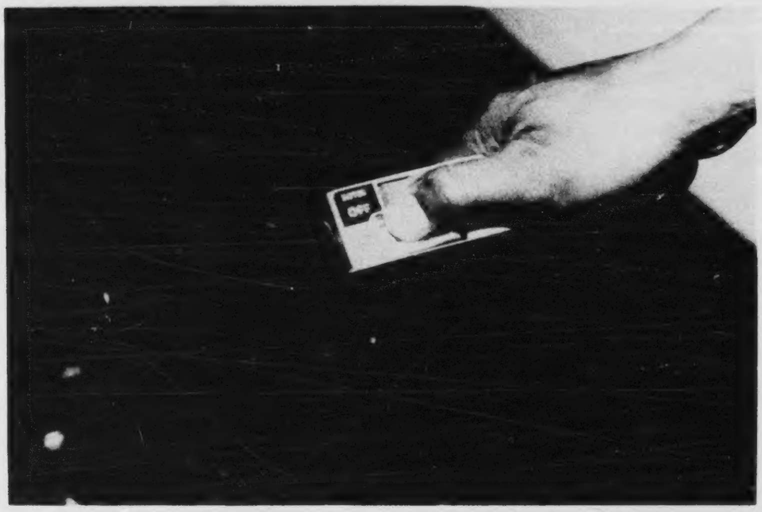


JOB SHEET #5

N. Turn off foam shampoo machine (Figure 126)

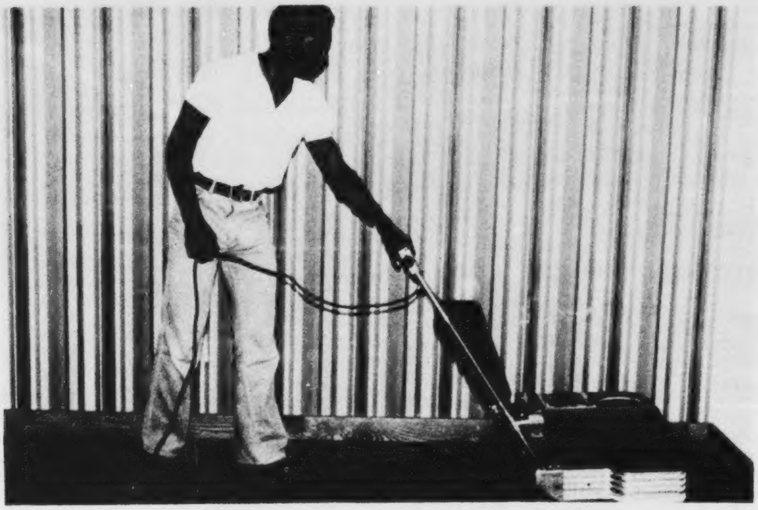
(NOTE: Turn off machine any time an excess of foam appears on carpet.)

FIGURE 126



O. Turn on machine; using only the brush, move machine crossways with a back-and-forth motion, working foam down into the carpet pile (Figure 127)

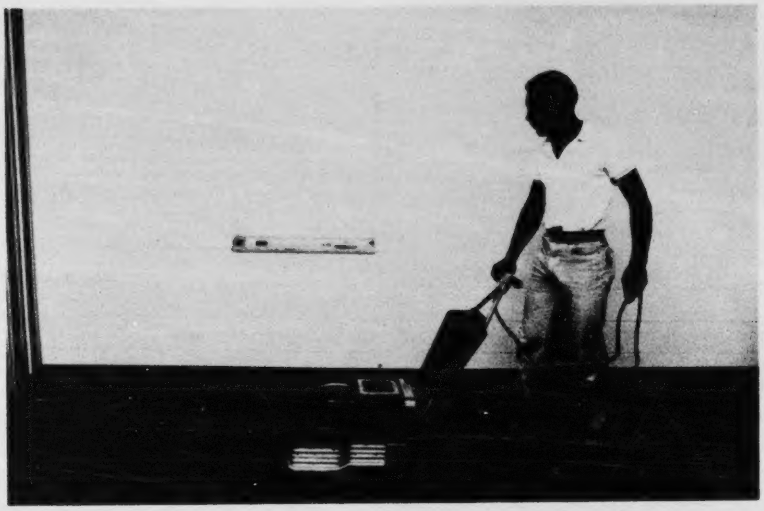
FIGURE 127



JOB SHEET #5

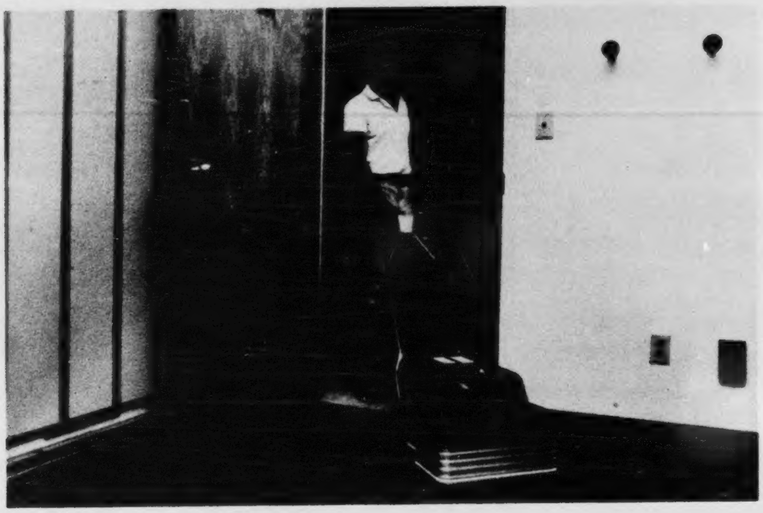
P. Move machine to next 6-square-foot area, and repeat shampooing process (Figure 128)

FIGURE 128



Q. Continue shampooing until room is completed (Figure 129)

FIGURE 129

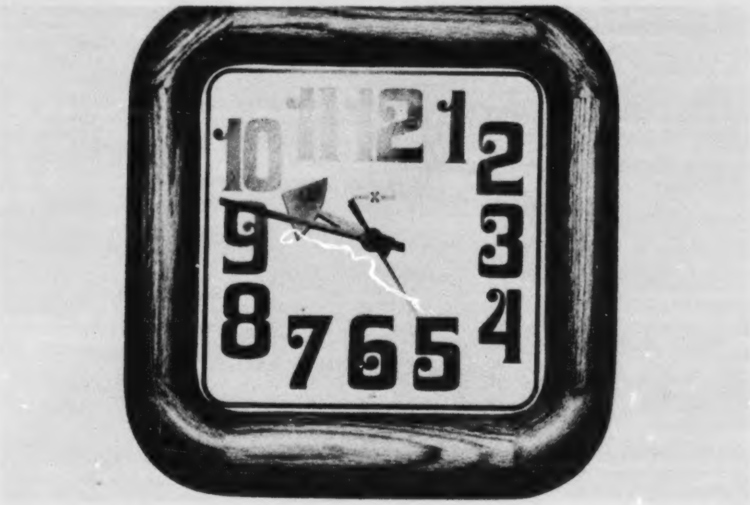


JOB SHEET #5

R. Let floor dry completely (Figure 130)

(NOTE: Do not walk on floor.)

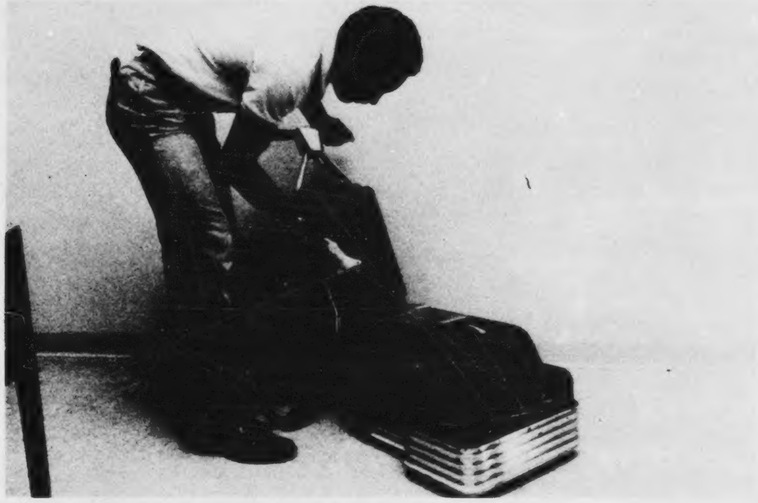
FIGURE 130



S. Move shampoo machine to uncarpeted area where it can be cleaned (Figure 131)

EXAMPLES: Garage, lawn, patio

FIGURE 131



JOB SHEET #5

T. Drain shampoo mixture reservoir into container (Figure 132)

(NOTE: Seal and store container if shampoo mixture will be used later for touch-ups or spot cleaning.)

FIGURE 132

U. Flush reservoir with clean water (Figure 133)

(NOTE: If outdoors, you may use a hose; if indoors, use a pail of clean water, and catch in another pail.)

(CAUTION: DO NOT SQUIRT WATER ON ELECTRICAL PARTS.)

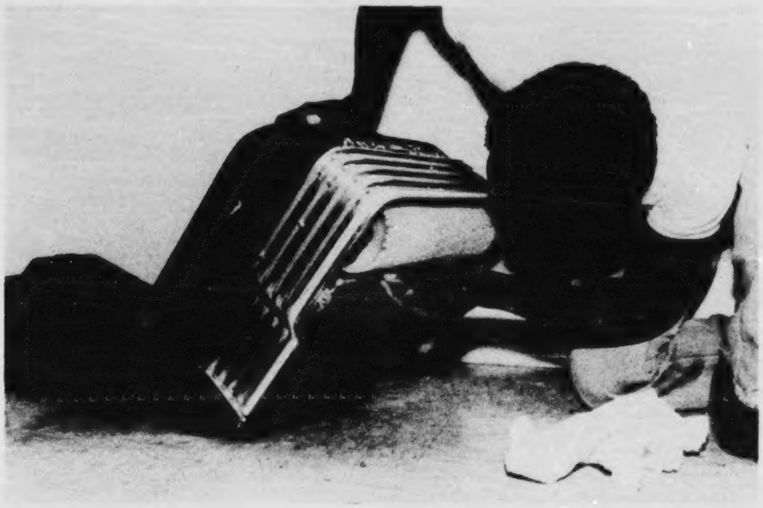
FIGURE 133

JOB SHEET #5

V. Clean machine, brush, and brush area (Figures 134-136)

1. Use hands and scrub brush to remove string, yarn, lint, and soil

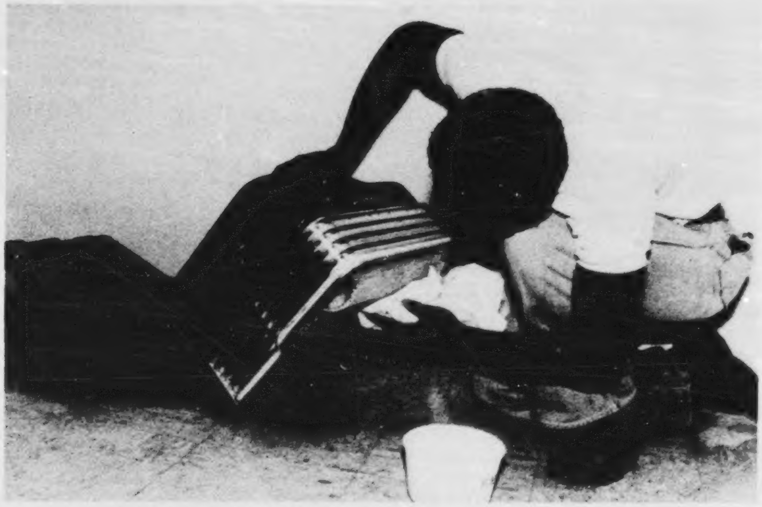
FIGURE 134



2. Rinse with clean water

(CAUTION: DO NOT SQUIRT WATER ON ELECTRICAL PARTS.)

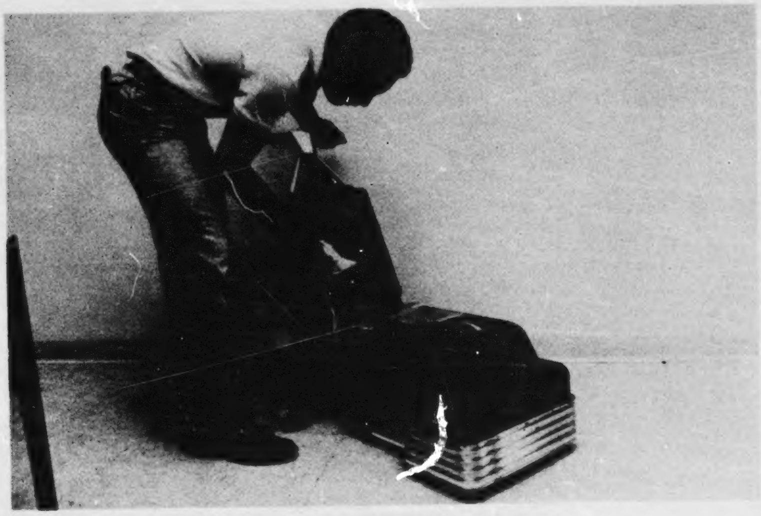
FIGURE 135



JOB SHEET #5

3. Damp wipe with cloth moistened with clean water and wrung out

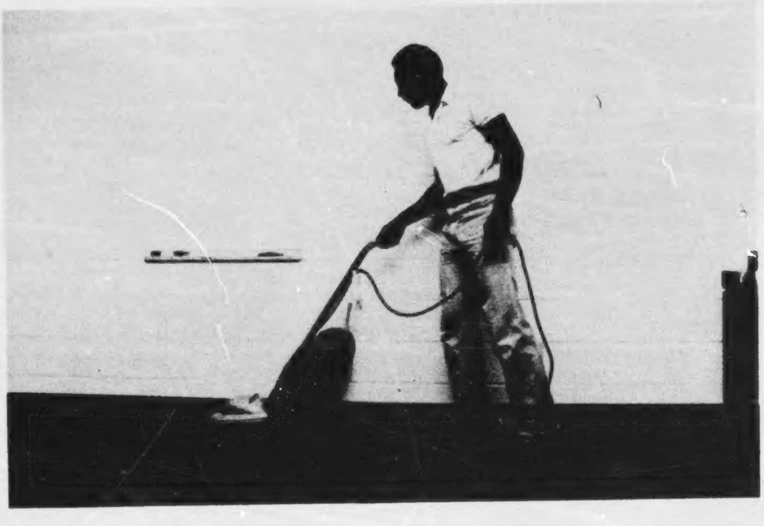
FIGURE 136



W. Vacuum carpet thoroughly to remove loosened soil and dried shampoo (Figure 137)

(NOTE: Vacuuming will not remove all shampoo residue.)

FIGURE 137



JOB SHEET #5

X. Clean and store equipment (Figure 138)

(NOTE: Check vacuum bag and replace if needed.)

FIGURE 138

CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #6--SHAMPOO A CARPETED FLOOR USING A WATER EXTRACTION UNIT

I. Equipment and supplies (Figure 139)

A. Water extraction unit

B. Vacuum cleaner

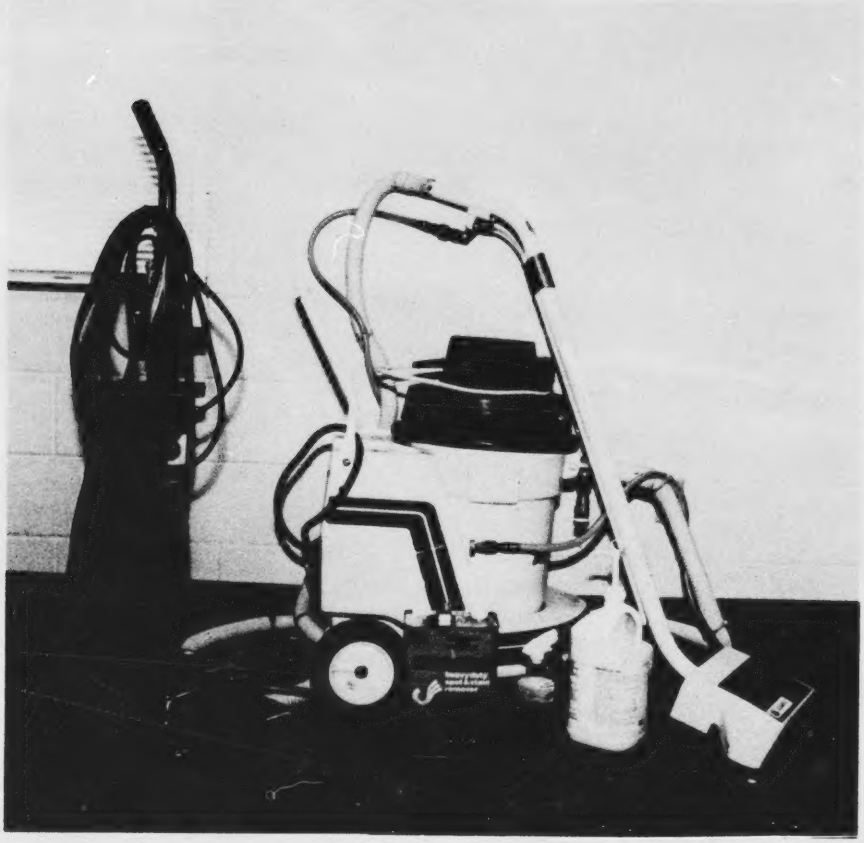
C. Soil-release, pretreatment solution

D. Extraction shampoo concentrate

E. Soil retardant

F. Defoamer (optional)

FIGURE 139

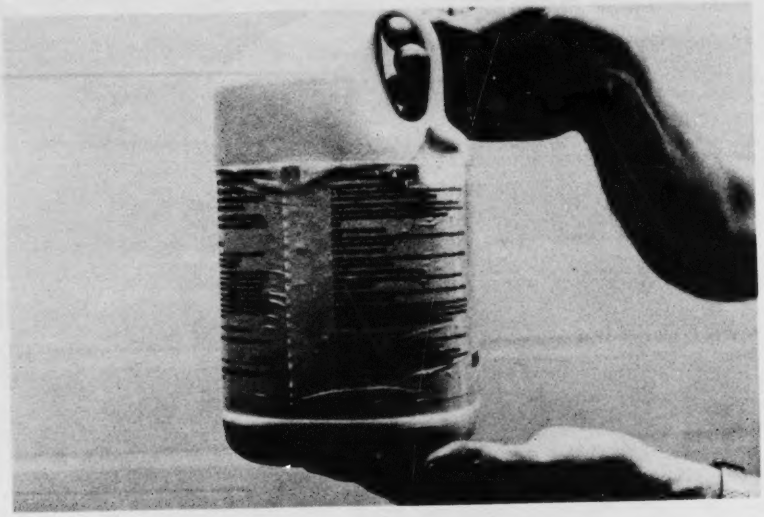


JOB SHEET #6

II. Procedure for machine operation

A. Read label on shampoo concentrate and directions for operating extraction unit (Figure 140)

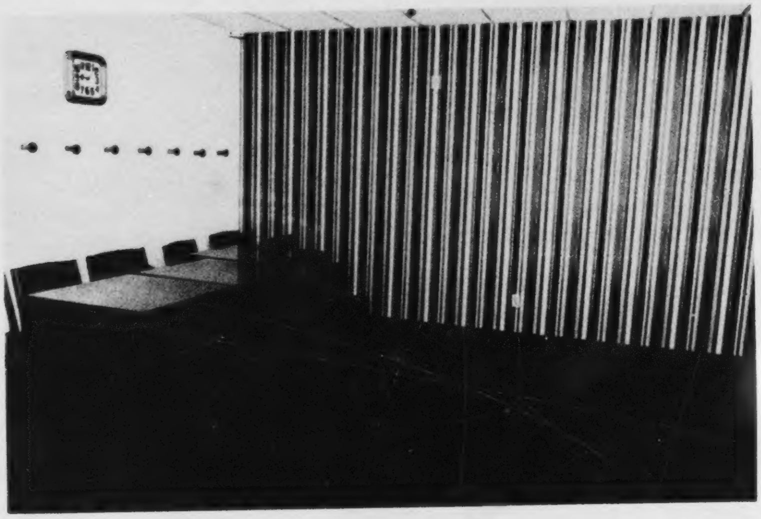
FIGURE 140



B. Remove furniture (Figure 141)

(NOTE: If you have no help, and some pieces of furniture are too heavy to move alone, move only enough to uncover area to be cleaned.)

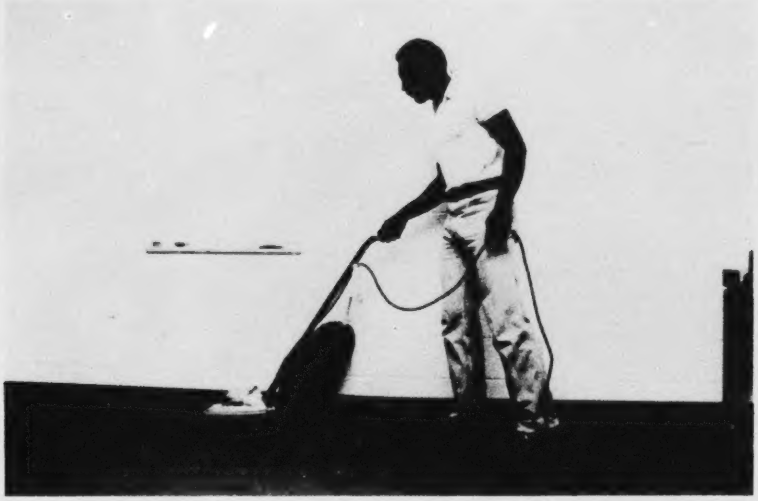
FIGURE 141



JOB SHEET #6

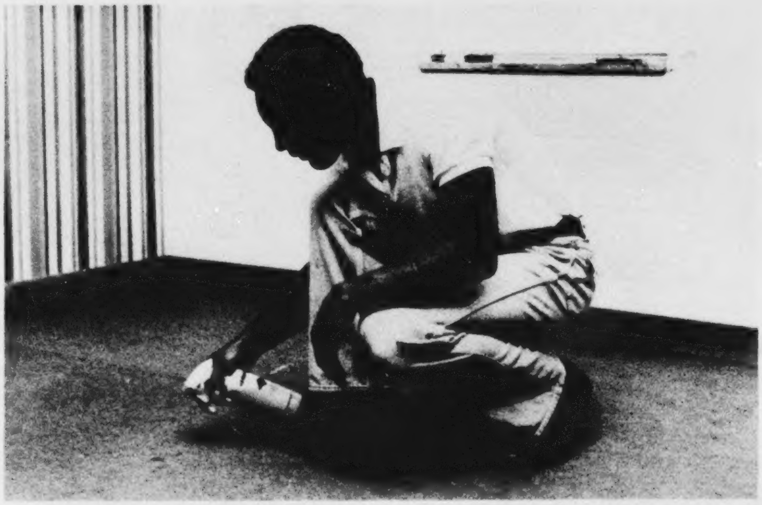
C. Vacuum room thoroughly (Figure 142, Job Sheet #1)

FIGURE 142



D. Pretreat heavily soiled areas and spots following manufacturer's directions on soil-release pretreatment container (Figure 143)

FIGURE 143



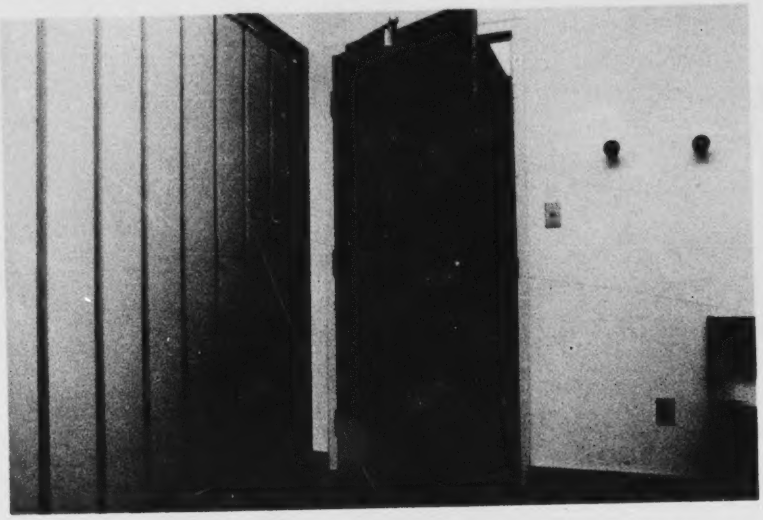
JOB SHEET #6

E. Check carpet for colorfastness (Figures 144-147)

1. Select a hidden area to test

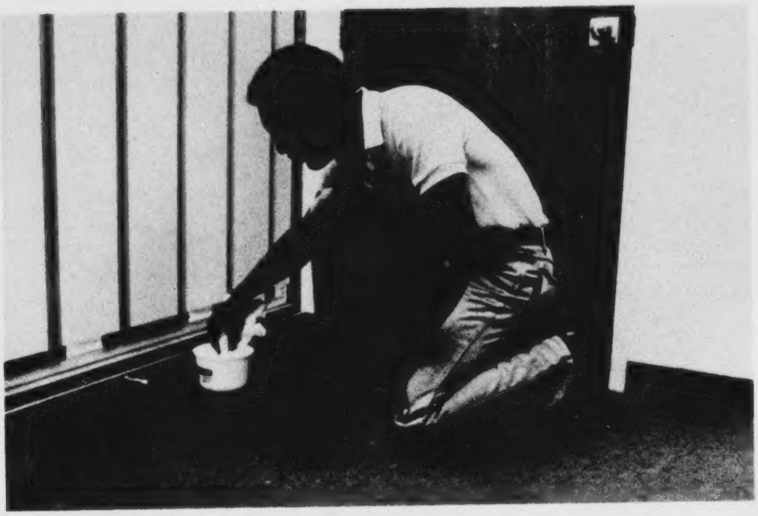
   (NOTE: Test behind door or in closet.)

FIGURE 144



2. Apply cleaning solution to hidden area using white paper toweling or disposable cloth

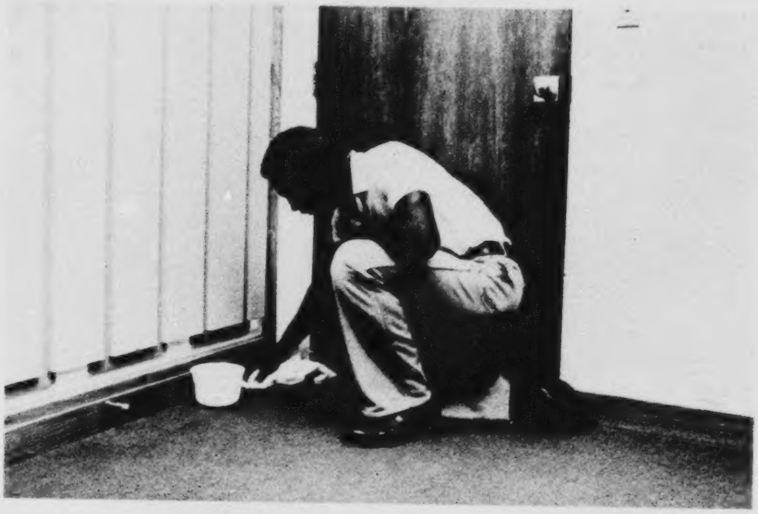
FIGURE 145



JOB SHEET #6

3. Blot area with clean white towel or cloth

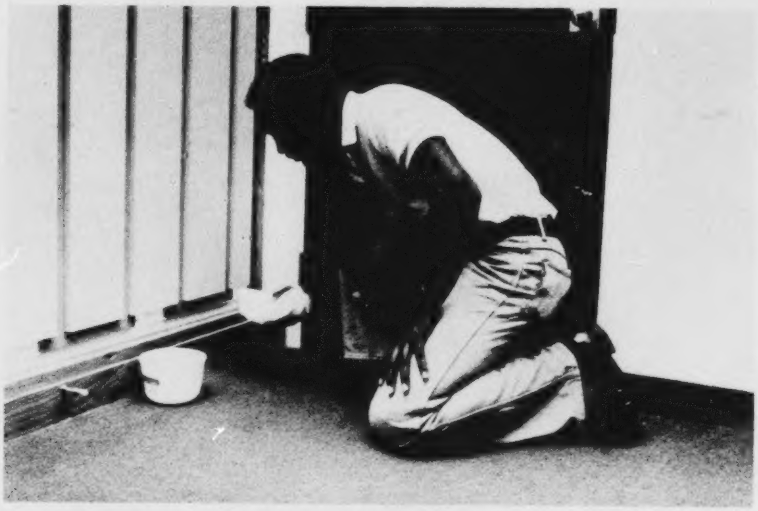
FIGURE 146



4. Check towel or cloth for color transfer

(NOTE: If no color is visible on cloth, then carpet is colorfast.)

FIGURE 147

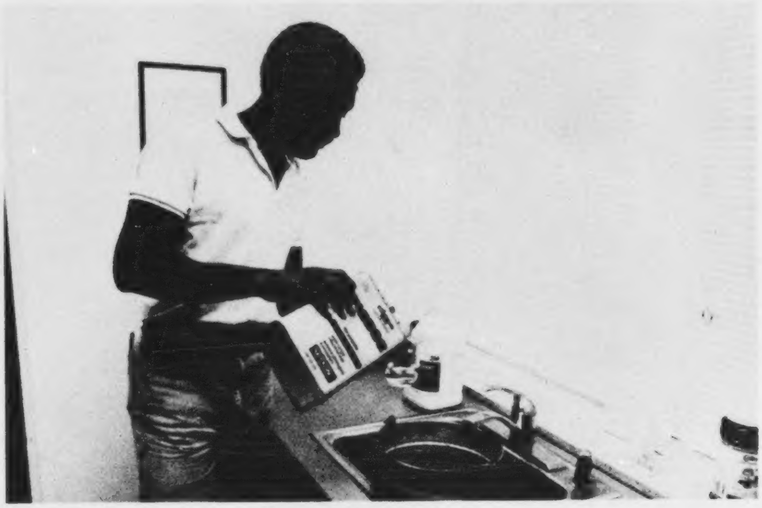


JOB SHEET #6

F. Mix shampoo solution following manufacturer's directions for amount and temperature (Figure 148)

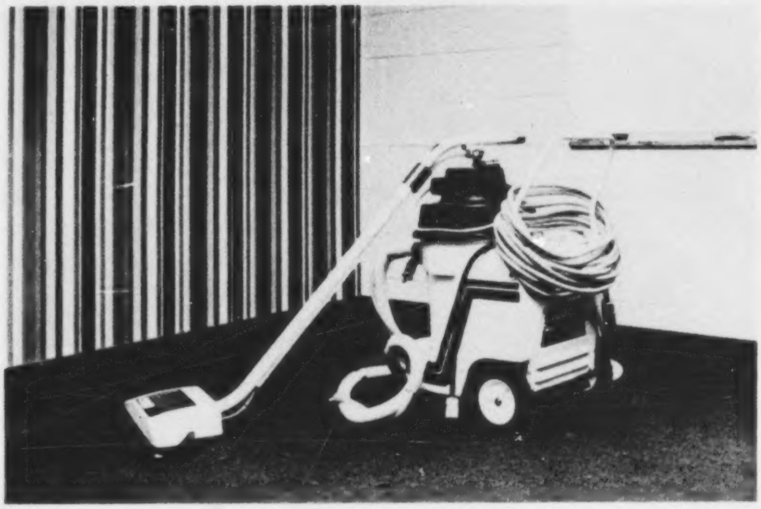
(NOTE: If carpet contains a large amount of shampoo residue, a defoamer may need to be added.)

FIGURE 148



G. Position machine at point in room farthest from exit door (Figure 149)

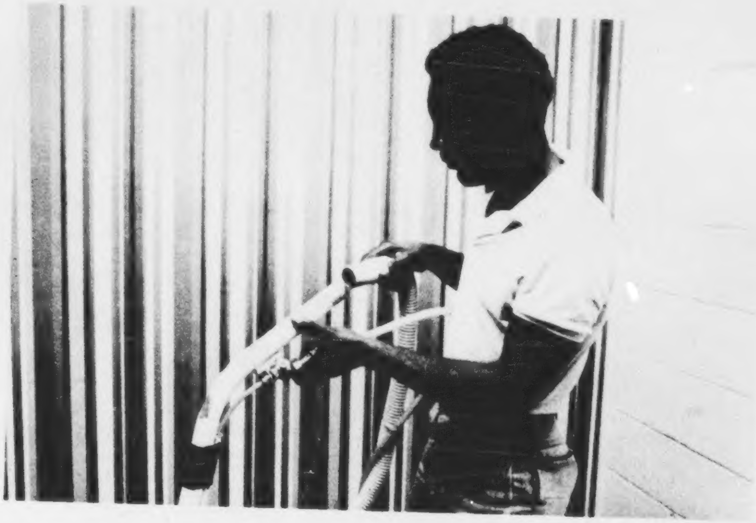
FIGURE 149



JOB SHEET #6

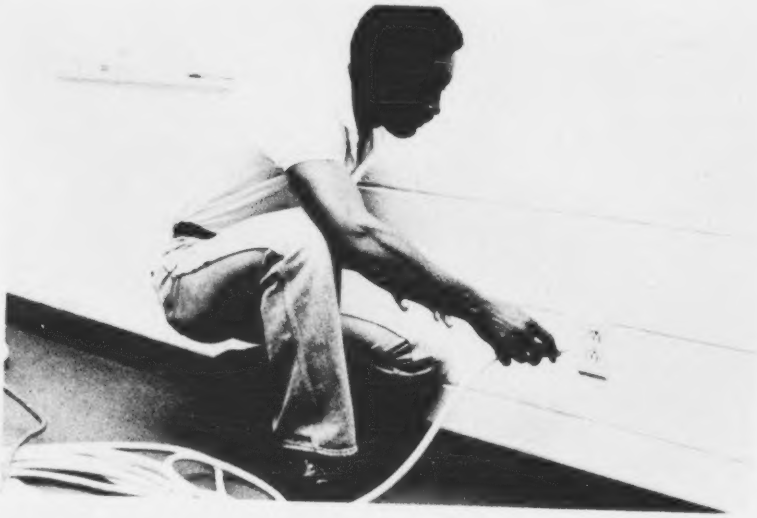
H. Assemble cords and hoses between powerhead or wand nozzle and base of unit (Figure 150)

FIGURE 150



I. Plug unit into electrical outlet, and turn on vacuum system (Figure 151)

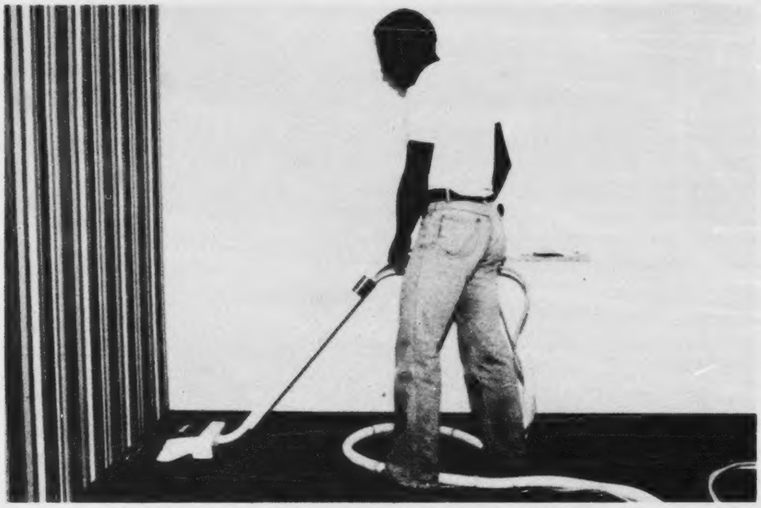
FIGURE 151



JOB SHEET #6

J. Position powerhead or wand nozzle next to wall edge (Figure 152)

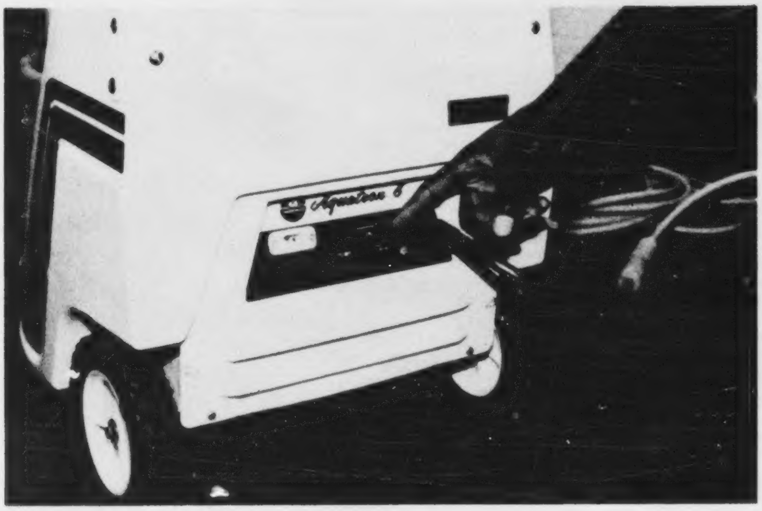
FIGURE 152



K. Turn on brush in powerhead (Figure 153)

(NOTE: Wand nozzle does not have brush.)

FIGURE 153

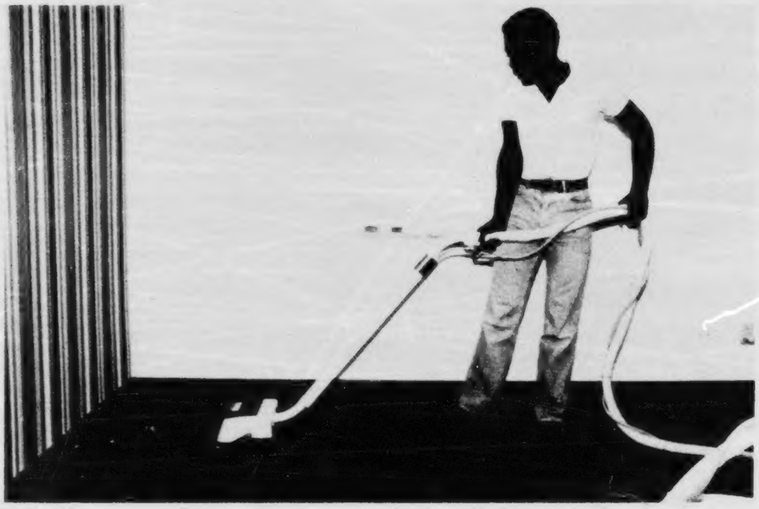


JOB SHEET #6

L. Pull powerhead or nozzle slowly backwards one stroke--about 3 feet (Figure 154)

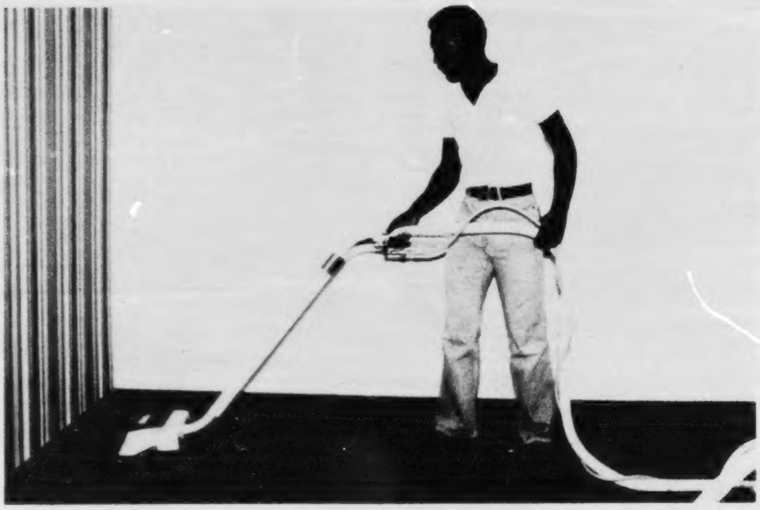
(NOTE: Once the powerhead or nozzle is in motion, release shampoo spray and then turn off just before end of stroke.)

FIGURE 154



M. Push powerhead or nozzle forward, moving to the next position and overlapping first stroke about 2 inches (Figure 155)

FIGURE 155

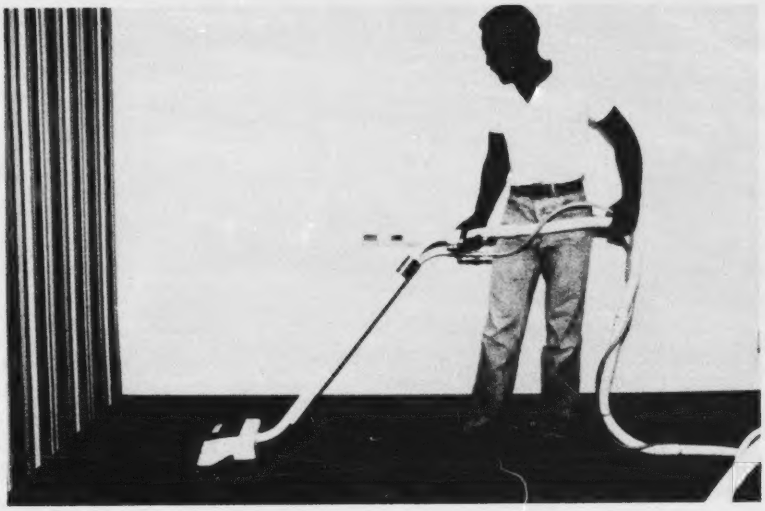


JOB SHEET #6

N. Pull powerhead or nozzle slowly backwards one stroke, and apply spray (Figure 156)

(NOTE: Shampoo and loosened soil will be vacuumed up on this backward stroke.)

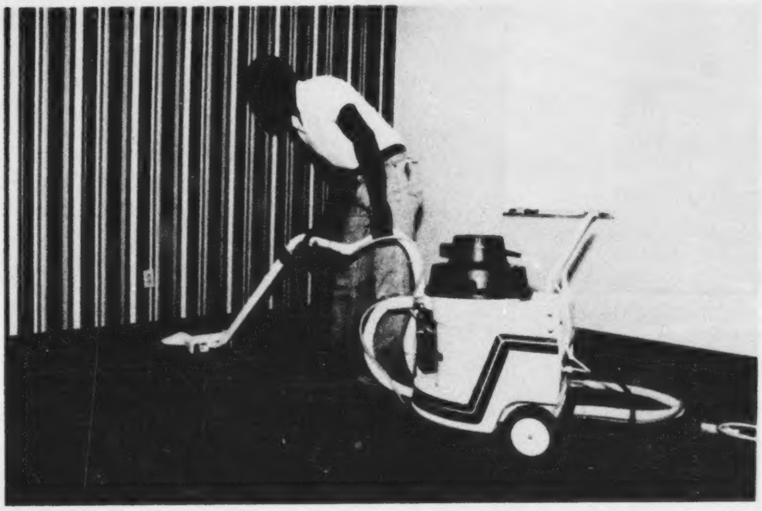
FIGURE 156



O. Repeat this process, overlapping strokes and working across room (Figure 157)

(CAUTION: DO NOT OVERWET. OVERWETTING MAY SATURATE BACKING OR PAD CAUSING COLOR BLEEDING, SHRINKAGE, OR MILDEW.)

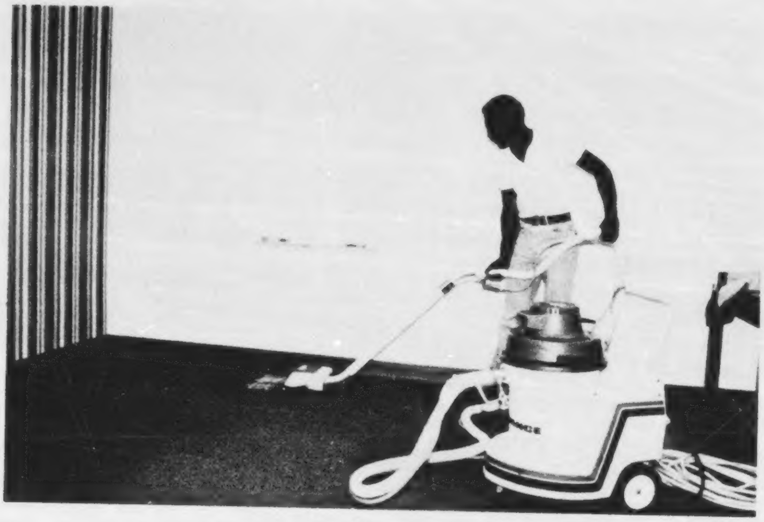
FIGURE 157



JOB SHEET #6

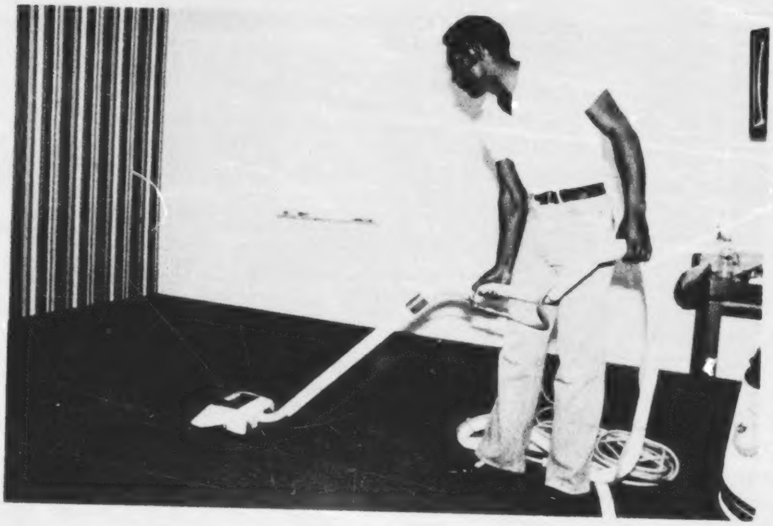
P. Move backwards one stroke and repeat process, working back across room and overlapping strokes (Figure 158)

FIGURE 158



Q. Continue shampooing until entire carpet has been shampooed (Figure 159)

FIGURE 159



JOB SHEET #6

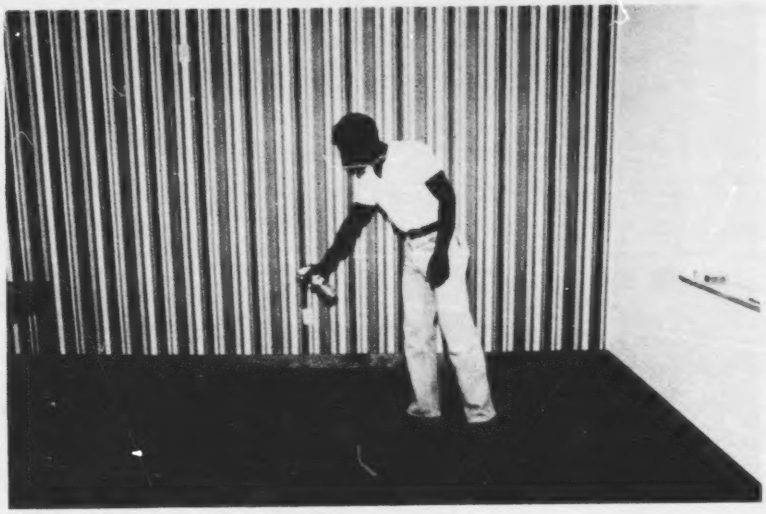
R. Let floor dry completely (Figure 160)

(NOTE: Do not walk on floor until dry.)

FIGURE 160

S. Treat carpet with soil retardant following manufacturer's directions (Figure 161)

FIGURE 161



JOB SHEET #6

T. Return furniture to original location (Figure 162)

(CAUTION: CARPET PAD MAY RETAIN ENOUGH MOISTURE TO CAUSE METAL FURNITURE LEGS TO RUST.)

FIGURE 162

U. Clean and store equipment (Figure 163)

(NOTE: Check vacuum cleaner bag and replace if needed.)

FIGURE 163

JOB SHEET #6

III. Procedure for machine clean-up

A. Move machine to uncarpeted area where it can be cleaned

EXAMPLES: Garage, lawn, patio

B. Drain shampoo solution tank into container, and flush tank with clean water

(NOTE: If shampoo solution is to be discarded, machine vacuum pick-up hose can be used to empty solution tank. Seal and store container if shampoo solution will be used later for touch-ups or spot cleaning.)

C. Drain dirty solution recovery tank, and flush tank with clean water

(NOTE: If outdoors, you may use a garden hose; if indoors, use a pail of clean water, and catch in another pail.)

D. Add small amount of clean water to solution tank

(NOTE: Add just enough to cover pump suction.)

E. Reconnect hoses and cords that were disconnected during moving, and plug in machine

F. Turn on pump, and trigger spray nozzles, flushing nozzles and hose with clean water

G. Turn off pump

H. Drain flushed water left in tanks

I. Clean recovery system filter, if necessary

J. Damp wipe machine and attachments, and store

CARPET AND UPHOLSTERY CARE
UNIT IV

JOB SHEET #7--SHAMPOO UPHOLSTERED FURNITURE

I. Equipment and supplies (Figure 164)

   A. Vacuum cleaner with upholstery and crevice tools

   B. Soft bristle hand scrub brush

   C. Cleaning cloths

   D. Aerosol container of carpet or upholstery shampoo (optional)

   E. Liquid concentrate carpet or upholstery shampoo (optional)

   F. Sponge (optional)

   G. Small brush for cracks and crevices

   H. Wet-dry vacuum with upholstery and crevice tools (optional)

   I. Water extraction cleaner with upholstery wand (optional)

   J. Measuring cup

   K. Plastic pail

   L. Soil retardant

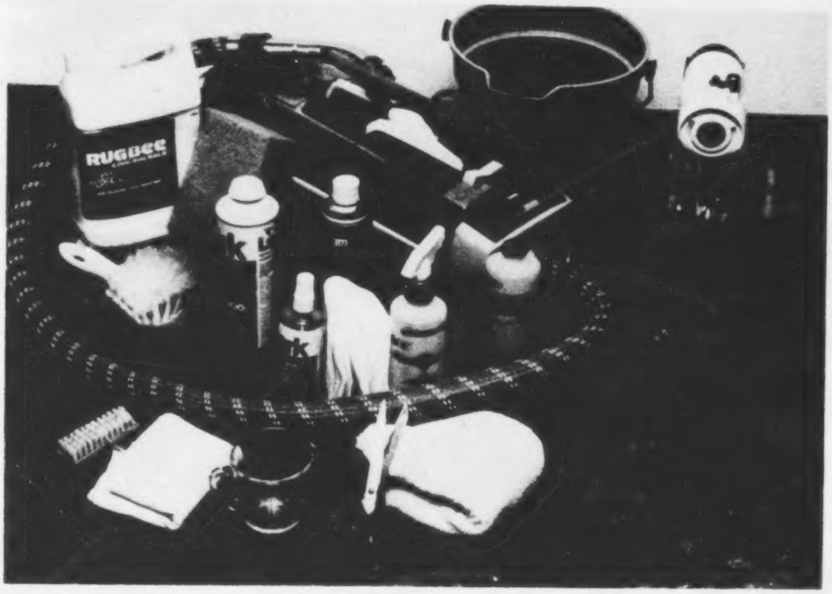
   M. White paper toweling or disposable cloth

   N. White towel (optional)

   O. Kitchen mixer (optional)

   P. Scissors

FIGURE 164



JOB SHEET #7

II. Preliminary procedure

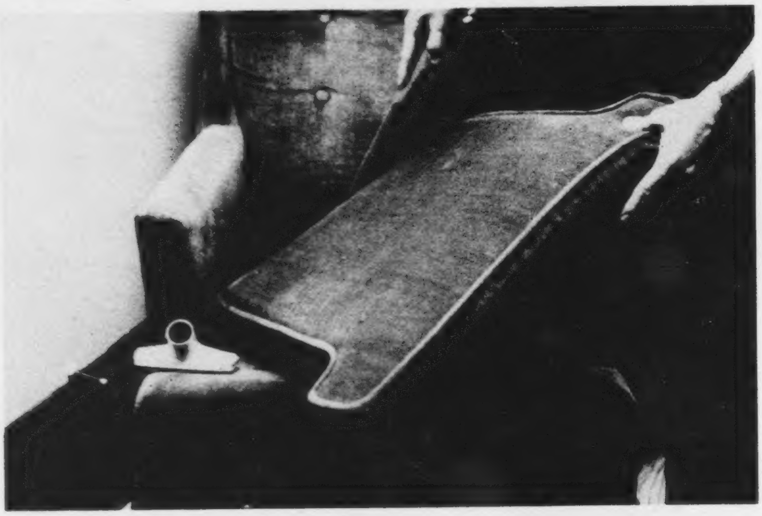
A. Move furniture to cleaning area (Figure 165)

FIGURE 165

B. Vacuum completely using upholstery tool, crevice tool, and brush (Figure 166)

(NOTE: Snip off loose threads and pills.)

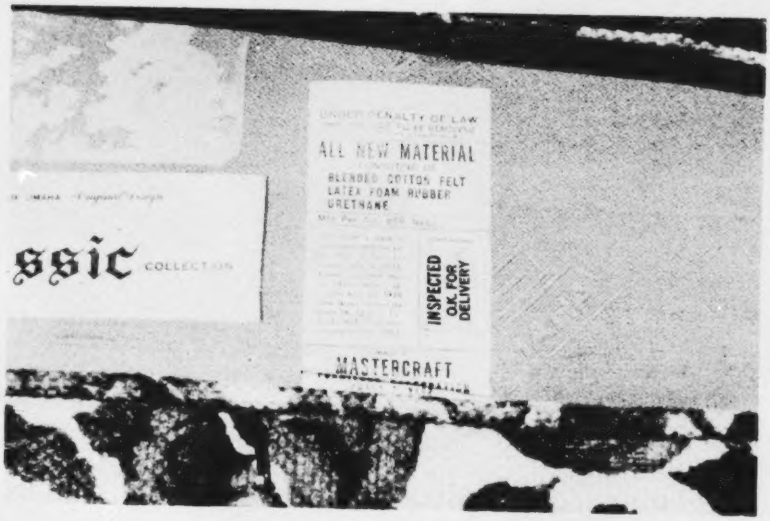
FIGURE 166



JOB SHEET #7

C. Read label or tag on furniture (Figure 167)

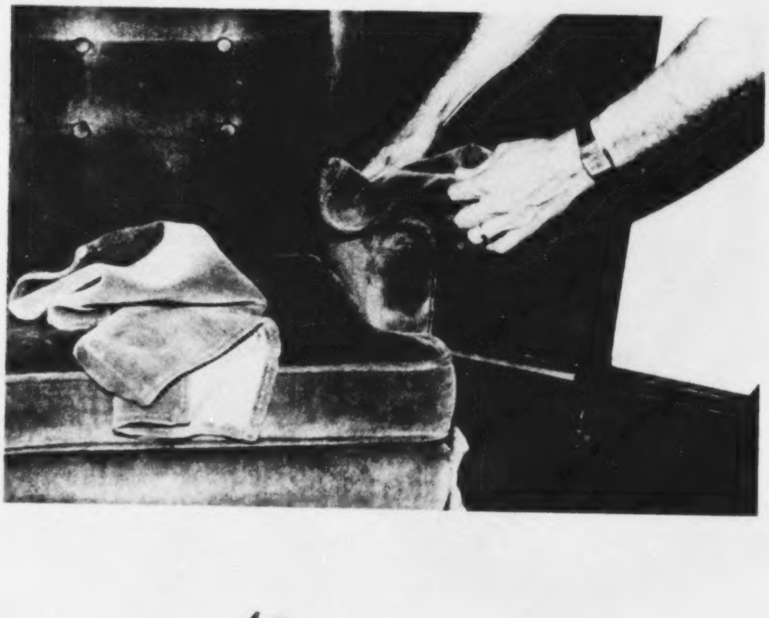
FIGURE 167


UNDER PENALTY OF LAW
ALL NEW MATERIAL
BLENDED COTTON FELT
LATEX FOAM RUBBER
URETHANE
ssic COLLECTION
INSPECTED
O.K. FOR
DELIVERY
MASTERCRAFT

D. Remove partial slipcovers (Figure 168)

(NOTE: Some slipcovers can be laundered in washing machine.)

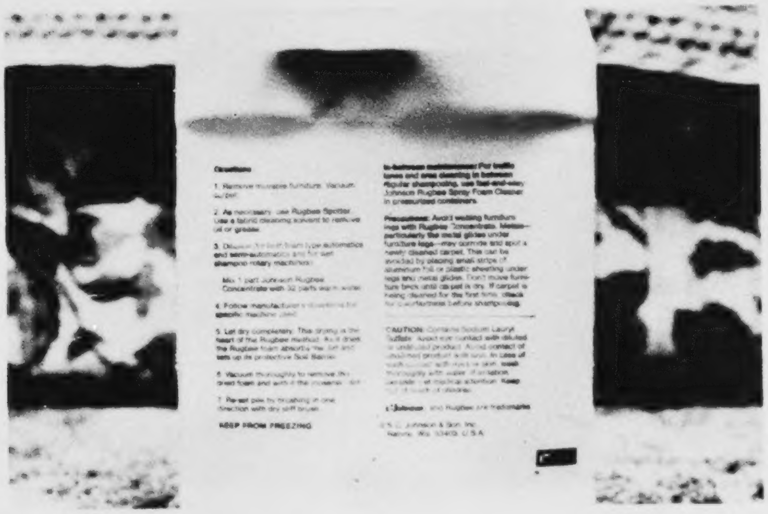
FIGURE 168



JOB SHEET #7

E. Read label information on shampoo container (Figure 169)

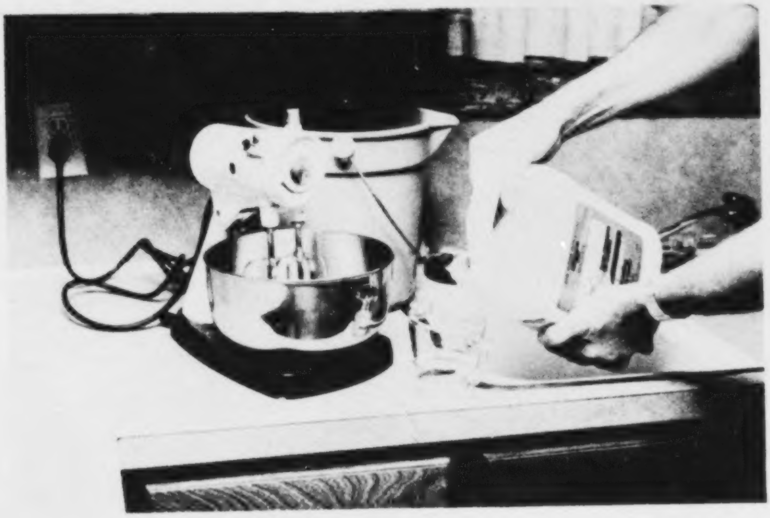
FIGURE 169



F. Mix shampoo solution following manufacturer's directions (Figure 170)

(NOTE: Only the liquid concentrate shampoo will require mixing.)

FIGURE 170



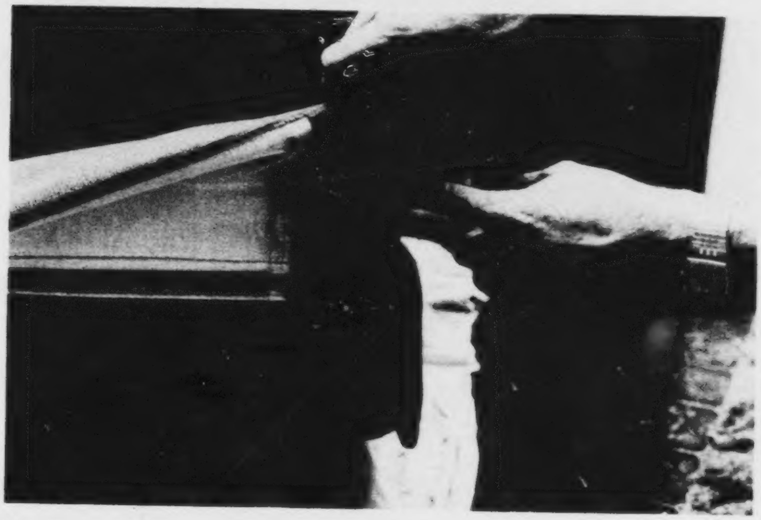
JOB SHEET #7

G. Check fabric for colorfastness (Figures 171-174)

1. Select a hidden area to test

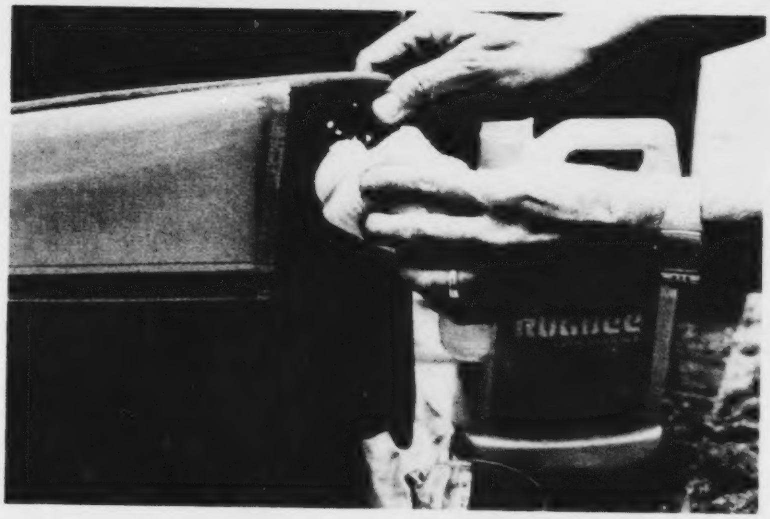
   (NOTE: Test under seat or underneath skirt or flounce.)

FIGURE 171



2. Apply cleaning solution to hidden area, using white paper toweling or disposable cloth

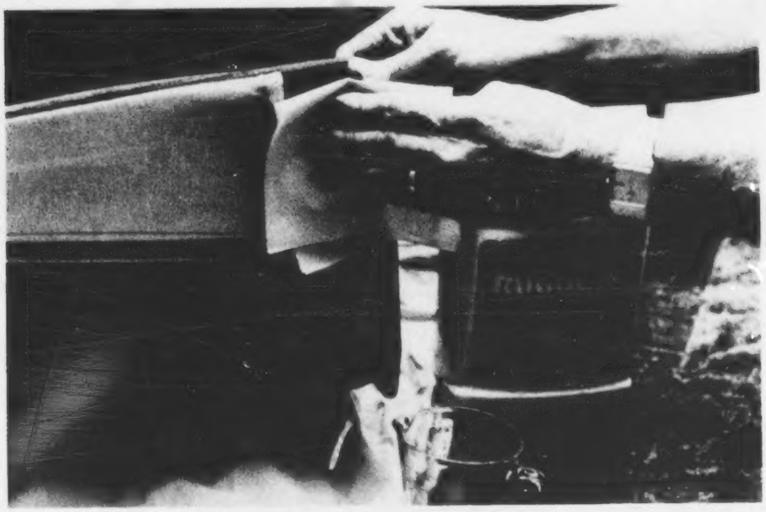
FIGURE 172



JOB SHEET #7

3. Blot area with clean white towel or cloth

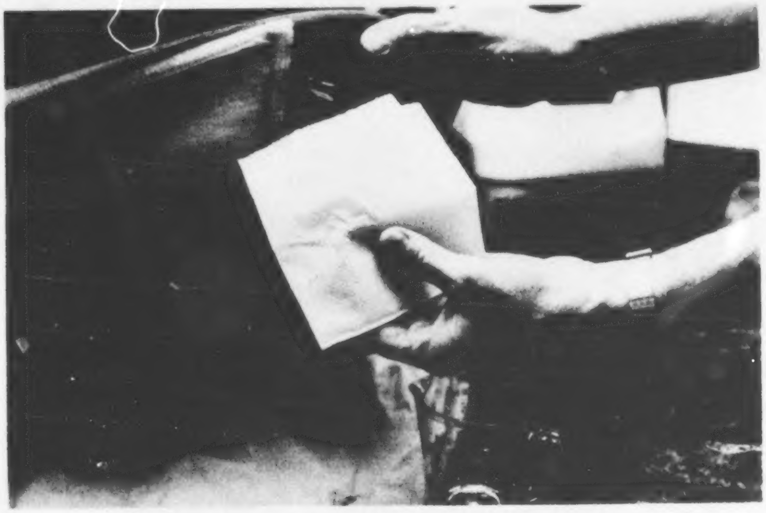
FIGURE 173



4. Check towel or cloth for color transfer

(NOTE: If no color is visible on cloth, then fabric is colorfast.)

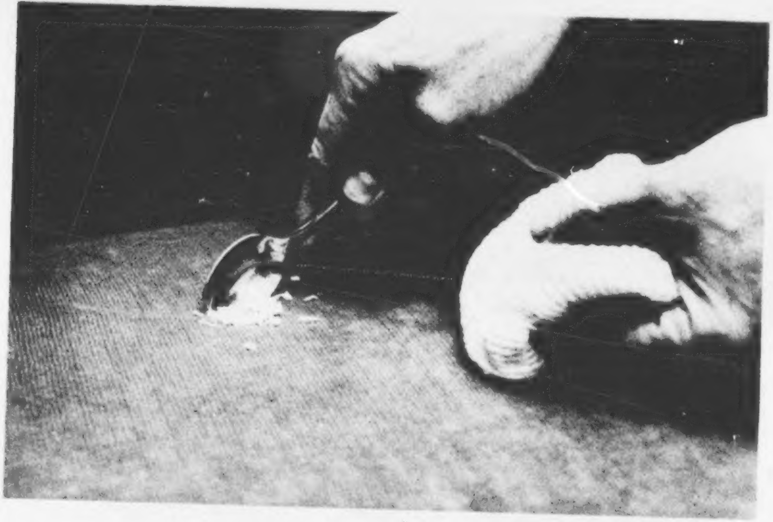
FIGURE 174



JOB SHEET #7

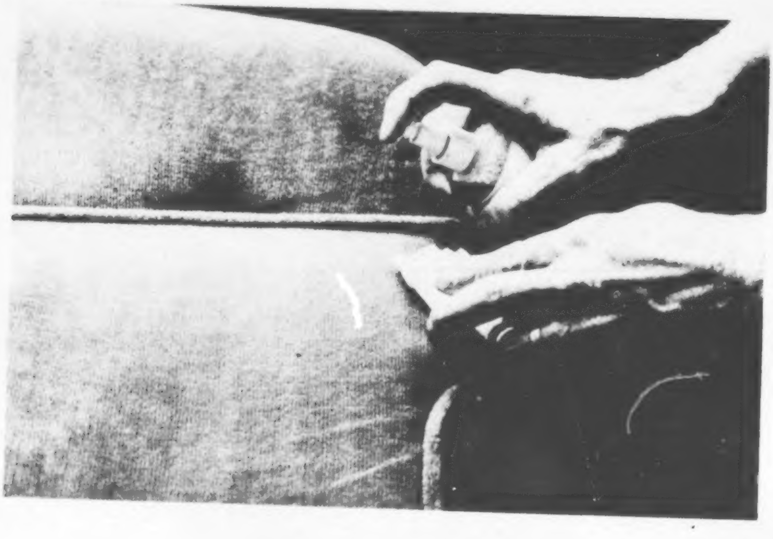
H. Scrape off spots and stains using dull edge of knife or spoon (Figure 175)

FIGURE 175



I. Pretreat stains (Figure 176)

FIGURE 176



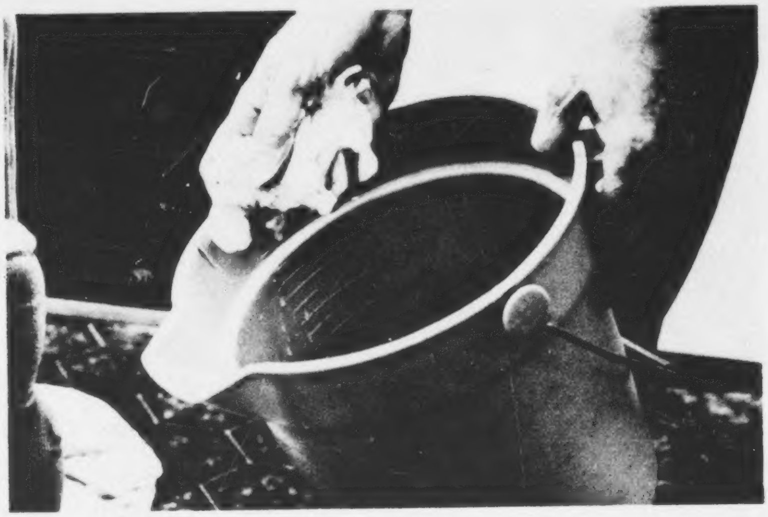
JOB SHEET #7

III. Wet cleaning procedure

A. Apply mixed shampoo solution to fabric using cloth or sponge dipped in pail of shampoo solution and wrung out wet (Figure 177)

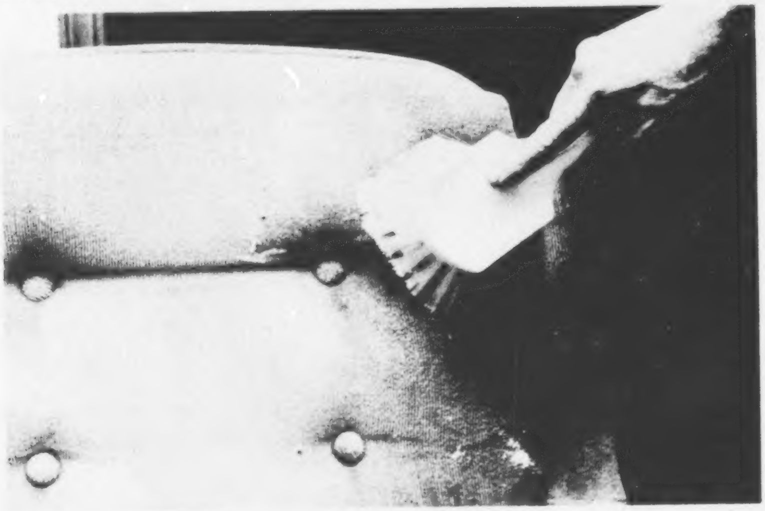
(NOTE: Clean in small sections.)

FIGURE 177



B. Scrub dampened area with soft bristle brush, spreading shampoo (Figure 178)

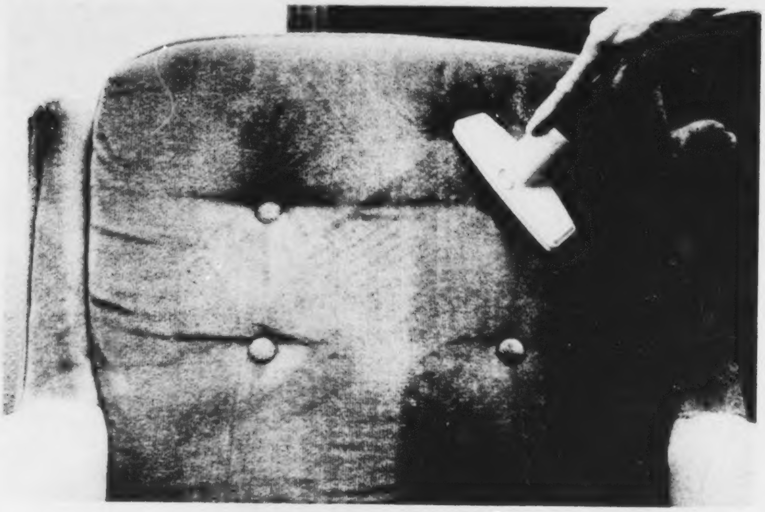
FIGURE 178



JOB SHEET #7

C. Vacuum area with wet-dry vacuum (Figure 179)

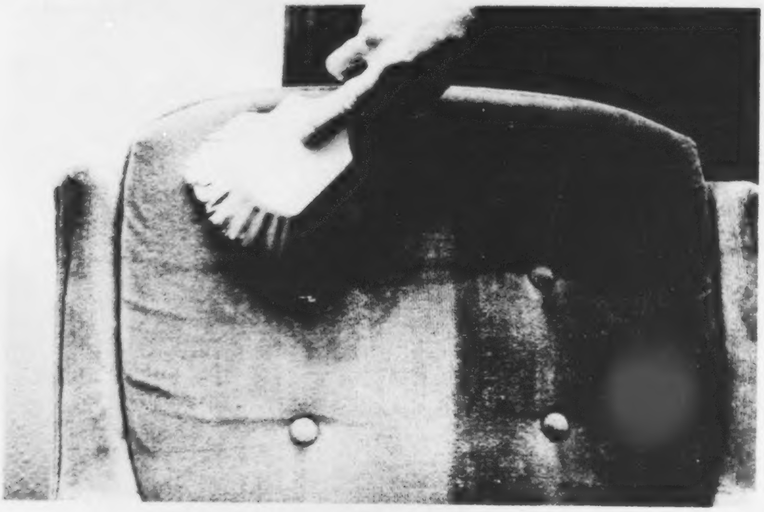
FIGURE 179



D. Repeat process on next section, overlapping 2 inches to prevent streaking (Figure 180)

(CAUTION: OVERWETTING FABRIC MAY CAUSE FABRIC SHRINKAGE.)

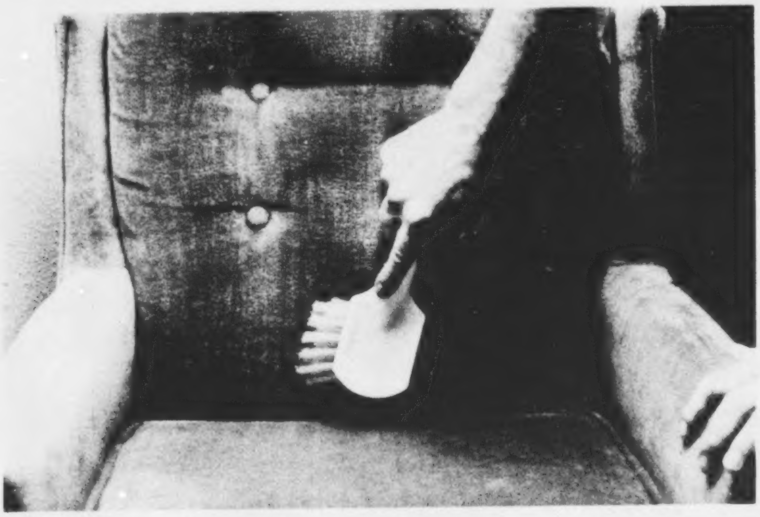
FIGURE 180



JOB SHEET #7

E. Brush nap with dry brush to improve appearance (Figure 181)

FIGURE 181



F. Reapply shampoo solution, and scrub any stained spots that did not come clean (Figure 182)

(NOTE: Some stains are permanent, but usually show improvement if touched up.)

FIGURE 182

JOB SHEET #7

G. Let fabric air dry (Figure 183)

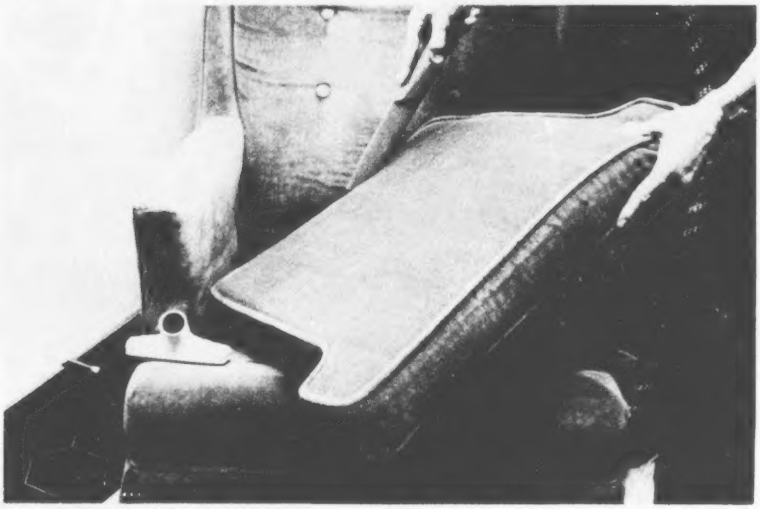
(NOTE: Do not use furniture while fabric is wet.)

(CAUTION: DO NOT APPLY HEAT TO SPEED UP DRYING TIME.)

FIGURE 183

H. Vacuum thoroughly (Figure 184)

FIGURE 184



JOB SHEET #7

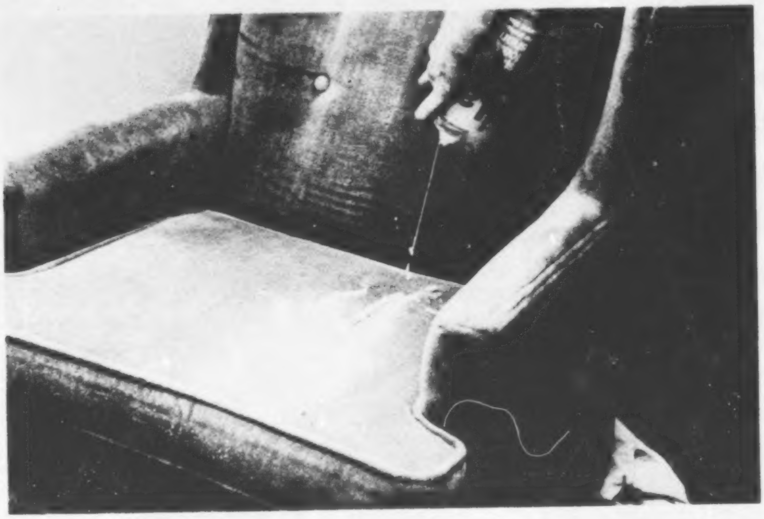
IV. Dry foam procedure

A. Apply foam to small section of fabric (Figures 185 and 186)

1. If using aerosol container, spray foam directly on fabric, or spray on brush bristles, and then rub fabric

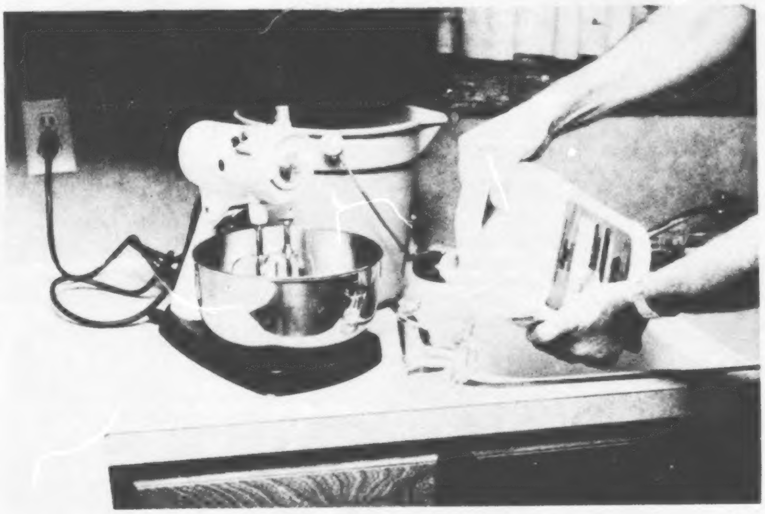
   (NOTE: Some containers come with special applicators.)

FIGURE 185



2. If using a liquid concentrate solution, use an electric kitchen mixer to foam solution; apply to fabric with a soft bristle brush

FIGURE 186

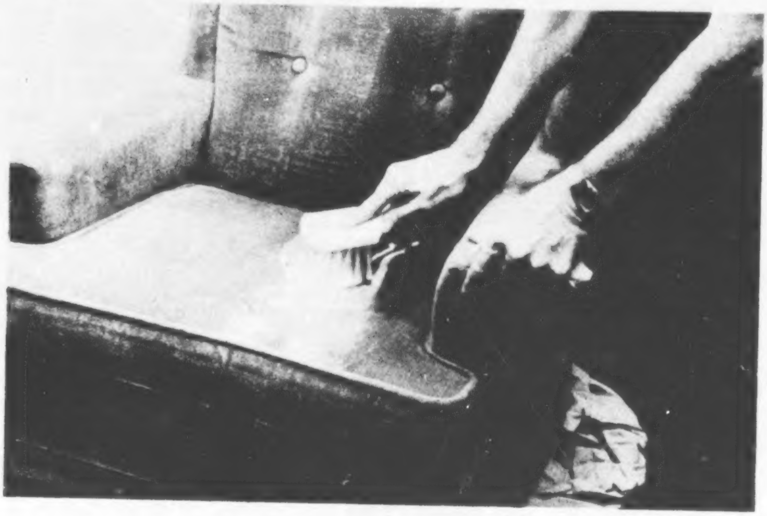


JOB SHEET #7

B. Brush area using a circular motion to spread foam and work it into fabric (Figure 187)

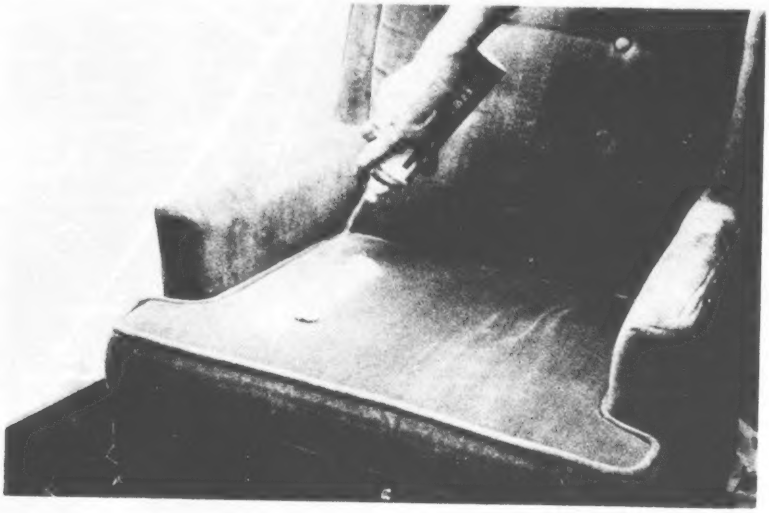
(NOTE: A portable electric foam powerhead is available for upholstery shampooing.)

FIGURE 187



C. Apply foam to next small section, and scrub with brush, overlapping first section to avoid streaking (Figure 188)

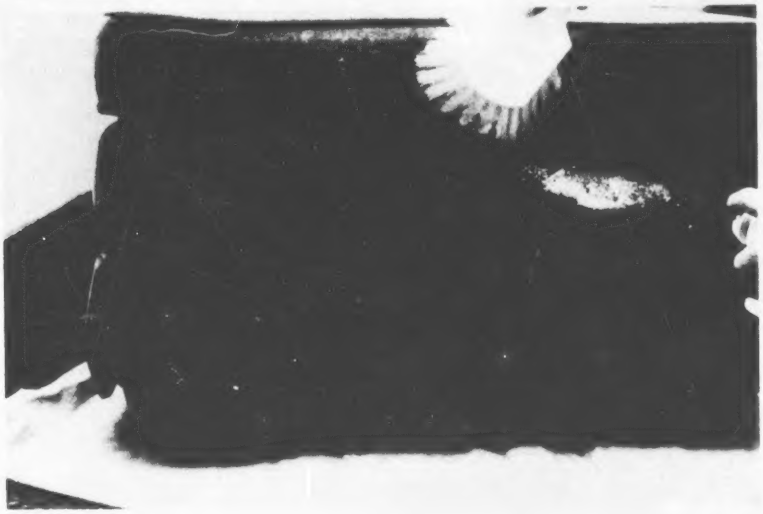
FIGURE 188



JOB SHEET #7

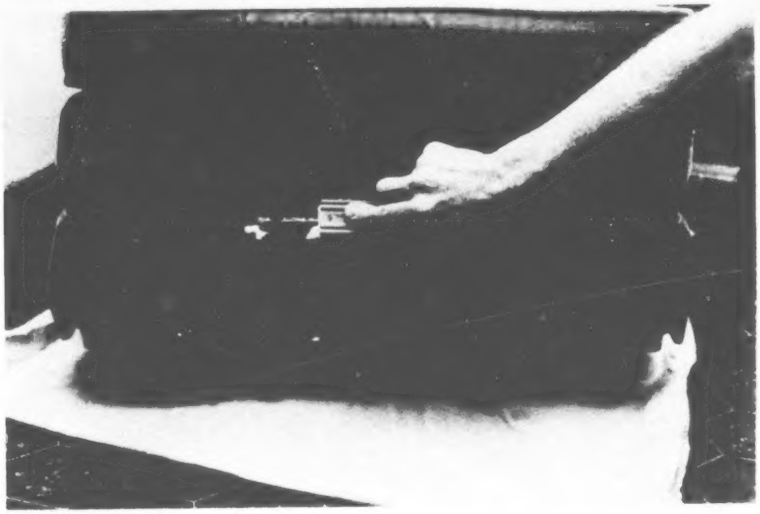
D. Continue shampooing in small, overlapping sections until all fabric has been shampooed (Figure 189)

FIGURE 189



E. Shampoo cracks and crevices using small brush or sponge (Figure 190)

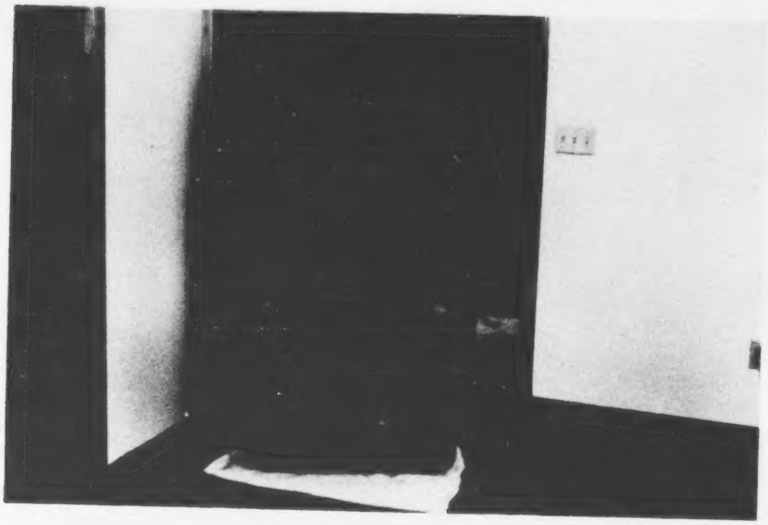
FIGURE 190



JOB SHEET #7

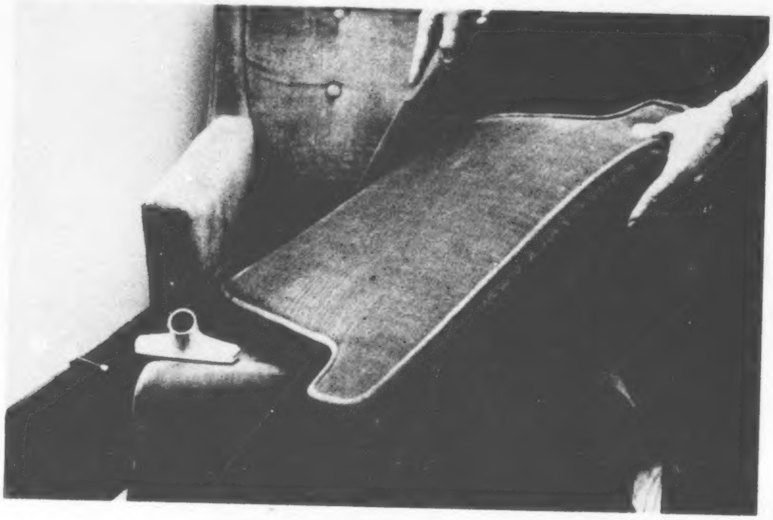
F. Let upholstery air dry (Figure 191)

FIGURE 191



G. Vacuum thoroughly (Figure 192)

FIGURE 192



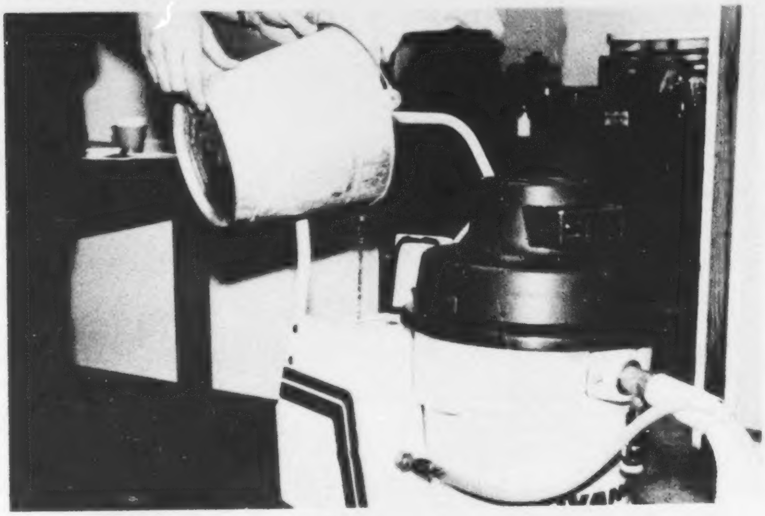
JOB SHEET #7

V. Water extraction procedure

A. Add shampoo solution to solution tank (Figure 193)

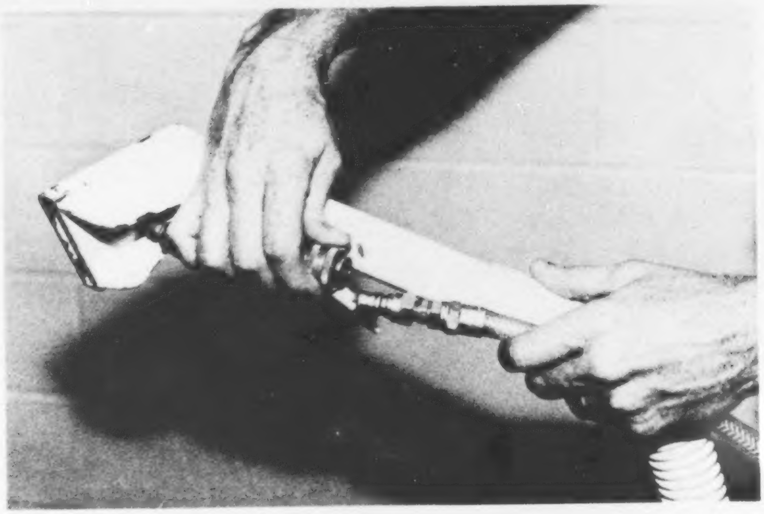
(NOTE: Check drain valves before and after adding solution.)

FIGURE 193



B. Connect hoses and electrical cords (Figure 194)

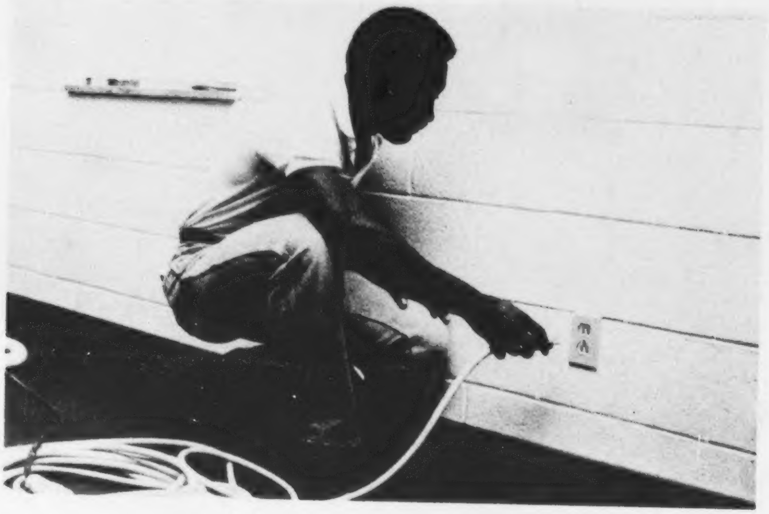
FIGURE 194



JOB SHEET #7

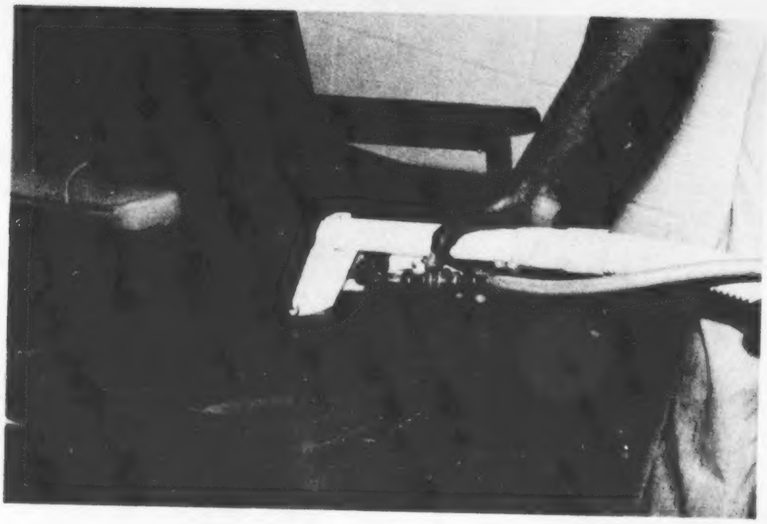
C. Plug unit into electrical source, and turn on vacuum (Figure 195)

FIGURE 195



D. Place wand flat on fabric (Figure 196)

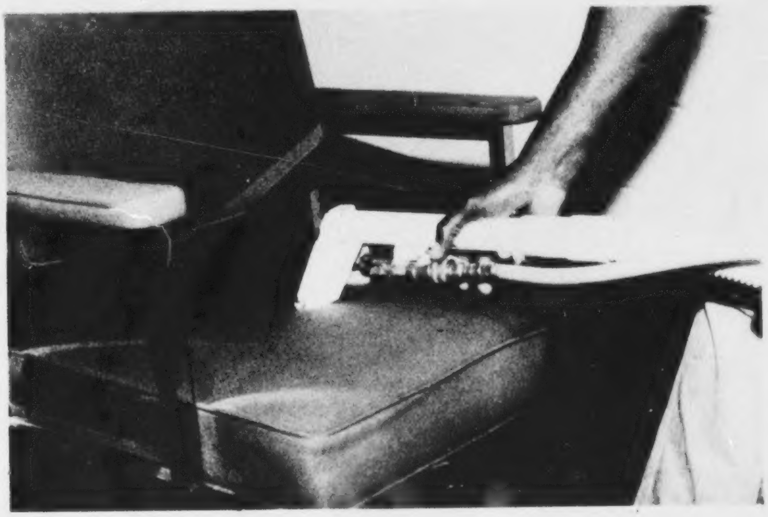
FIGURE 196



JOB SHEET #7

E. Slowly pull (drag) wand backwards across fabric (Figure 197)

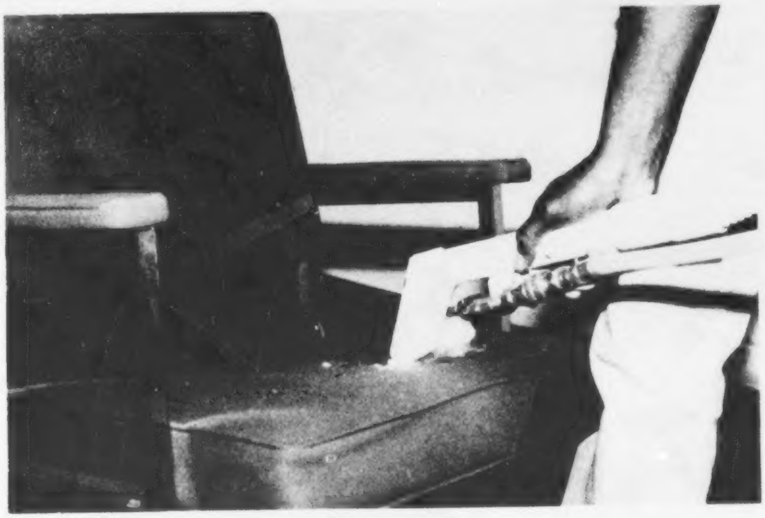
FIGURE 197



F. After pulling wand approximately 2 inches, trigger spray (Figure 198)

(NOTE: Spray should be applied only when wand is in motion to avoid overwetting.)

FIGURE 198

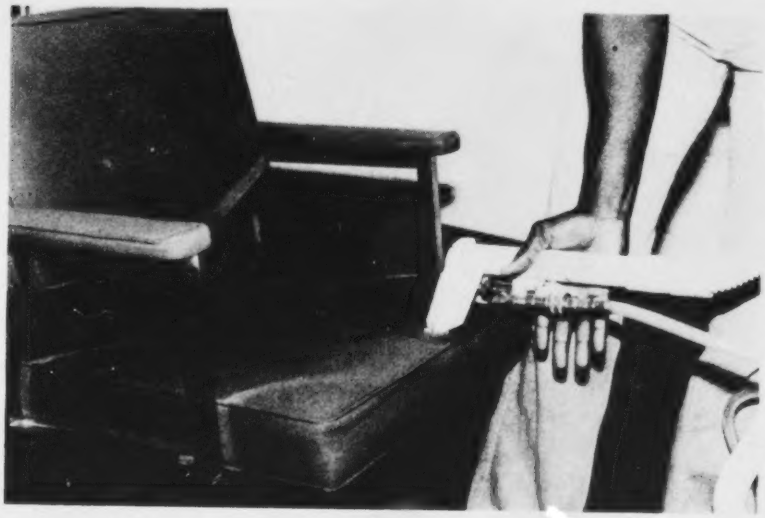


JOB SHEET #7

G. Release spray control trigger approximately 2 inches before end of stroke, shutting off spray (Figure 199)

(NOTE: Wand should continue in motion after spray is shut off.)

FIGURE 199



H. Continue shampooing process, overlapping strokes until job is completed (Figure 200)

FIGURE 200

JOB SHEET #7

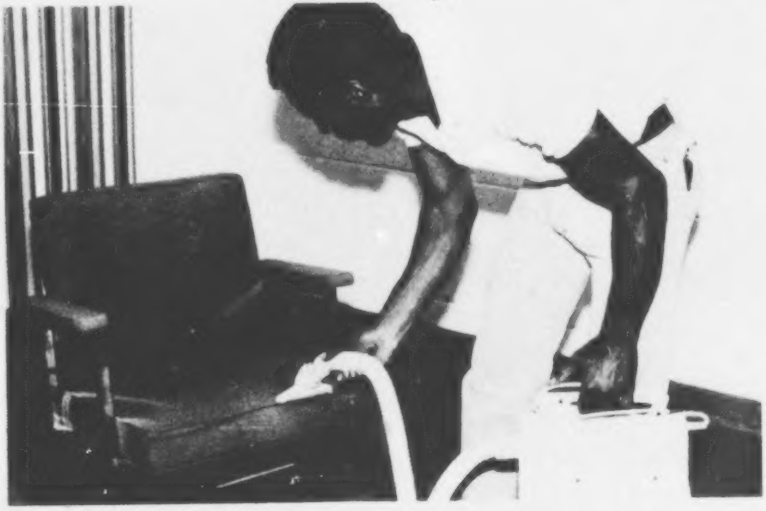
I. Let upholstery air dry (Figure 201)

(NOTE: Do not use or sit on wet fabric.)

FIGURE 201

J. Vacuum or brush fabric to set nap and to improve appearance (Figure 202)

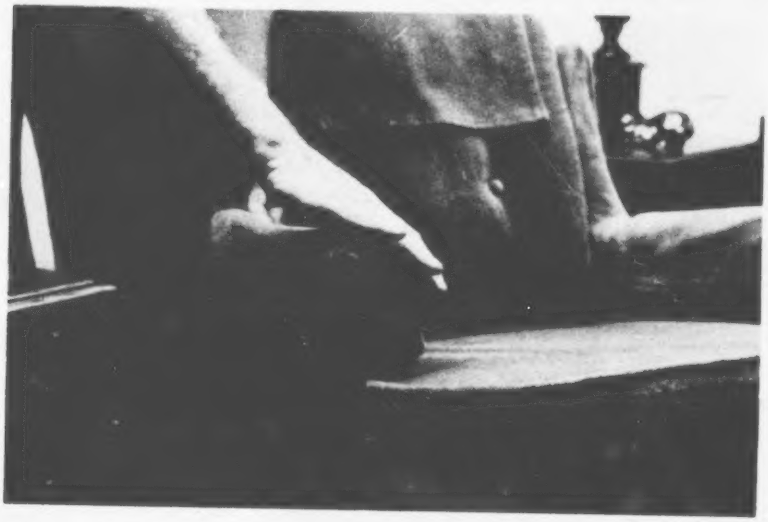
FIGURE 202



JOB SHEET #7

K. Replace partial slipcovers (Figure 203)

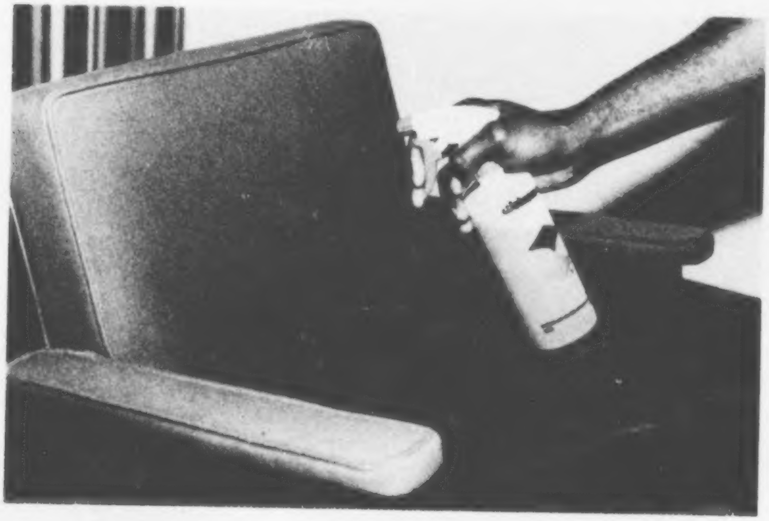
FIGURE 203



L. Treat fabric with soil retardant, if desired (Figure 204)

(NOTE: Follow manufacturer's directions for application.)

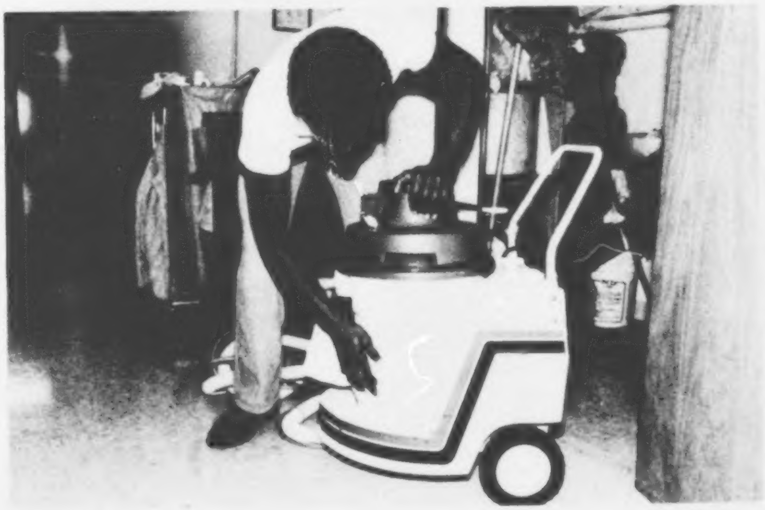
FIGURE 204



JOB SHEET #7

M. Clean water extraction unit following procedure in Section III, Job Sheet #6

(FIGURE 205)



CARPET AND UPHOLSTERY CARE
UNIT IV

TEST

NAME ______________________________ SCORE ____________________

1. Match terms used in carpet and upholstery care to their correct definitions. Write the correct numbers in the blanks.

______ a. Fluffy surface ends of fiber carpets and rugs; usually raised by brushing

______ b. Soft fiber floor covering, often with a border of fringe; generally is not fastened to and does not cover entire floor

______ c. Foundation that holds surface fibers together and gives carpet its shape

______ d. Soft fiber floor covering; may be fastened to floor and cover entire floor surface

______ e. Cushion either attached to or laid separately under carpet or rug

______ f. Soft, velvety, raised surface on fiber carpets and rugs; yarn may be looped or cut

______ g. Clusters of fibers formed by pile yarn; usually stitched through the backing

______ h. Material used to cover furniture

______ i. Material made from fibers or threads by weaving, knitting, and so forth

______ j. Cleaning with a special low-moisture, foaming detergent applied to fabric, and then brushed by hand or machine

______ k. Cleaning with a solution of water and special carpet and upholstery detergent applied by spraying or mopping, and then brushed by hand or machine

______ l. Cleaning with a machine designed to pressure spray a water and detergent solution onto the fabric or pile, blasting the dirt and grime loose, and then vacuuming the dirty solution from the upholstery

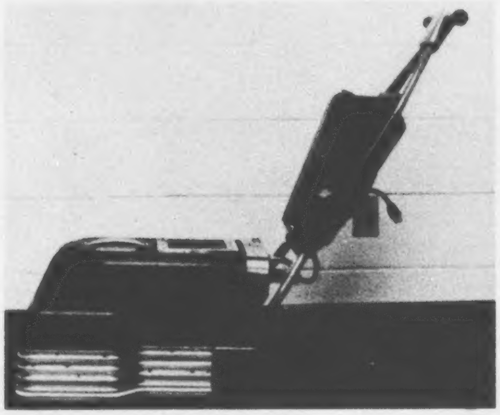
1. Backing
2. Carpet
3. Nap
4. Padding
5. Pile yarn
6. Rug
7. Tufts
8. Dry foam shampooing
9. Fabric
10. Upholstery
11. Water extraction
12. Wet foam shampooing

TEST

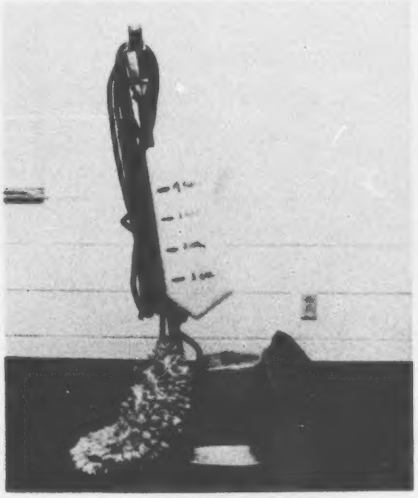
2. Identify carpet and upholstery care equipment. Write the correct names in the blanks.

Water extraction shampooer wand
Foam shampooer

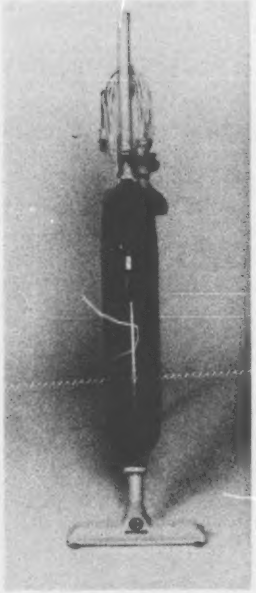
Rotary shampooer
Manual carpet sweeper

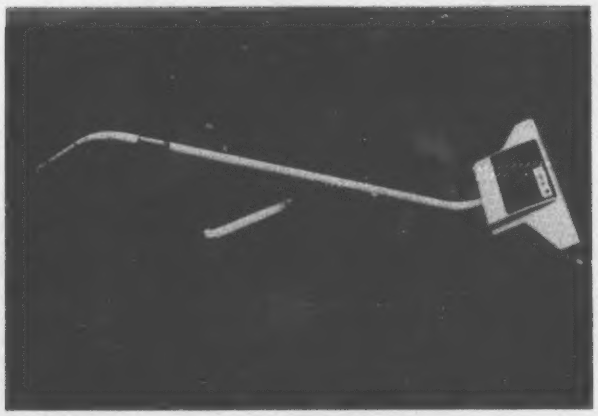


a. ______________________________



b. ______________________________

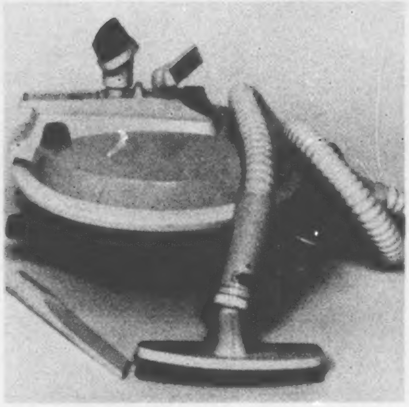




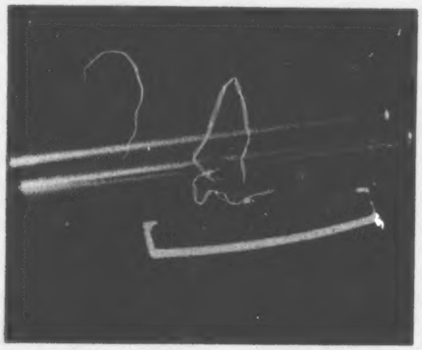
c. ____________________ d. ______________________________

TEST

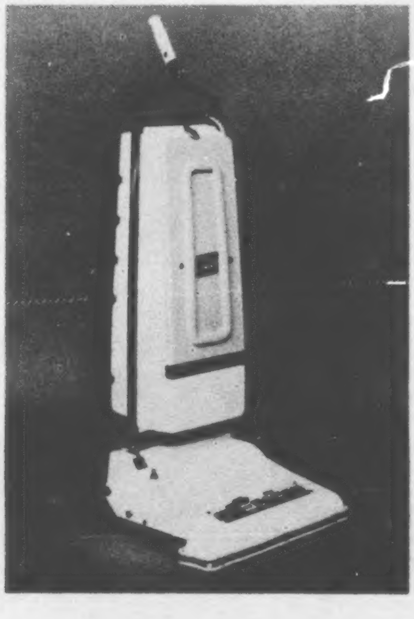
Manual carpet sweeper
Upright vacuum
Canister or tank vacuum
Vacuum carpet and rug tool attachment



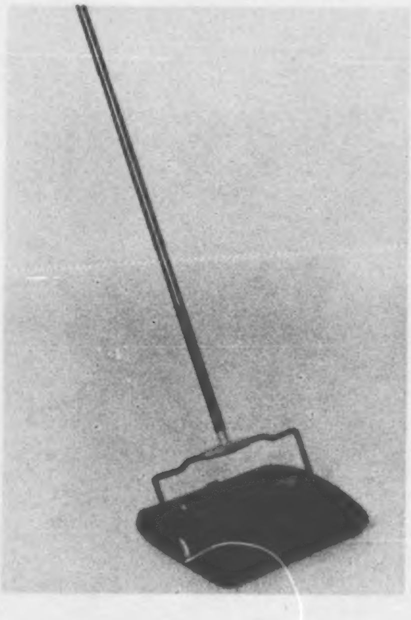
e. ______________________



f. ______________________



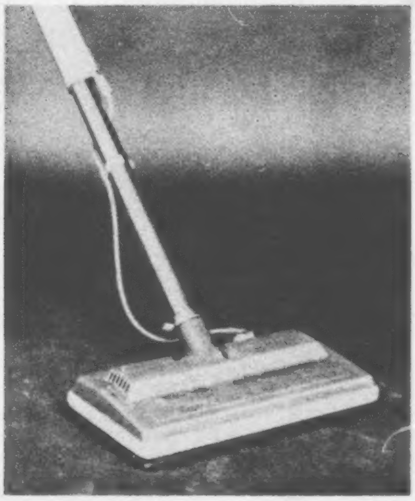
g. ______________________

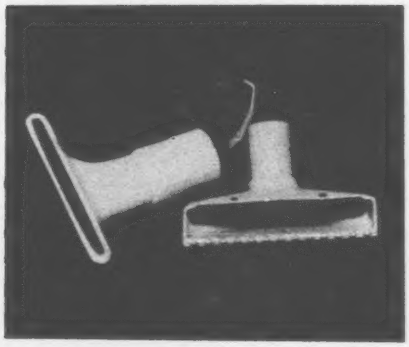


h. ______________________

TEST

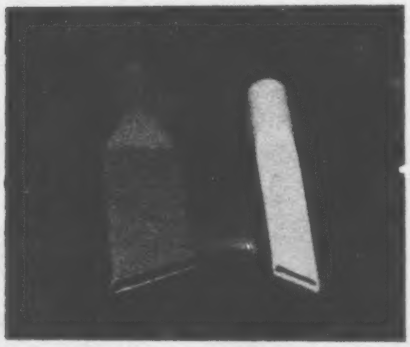
Vacuum crevice tool attachment
Vacuum wand attachment
Vacuum crevice tool attachment
Vacuum powerhead

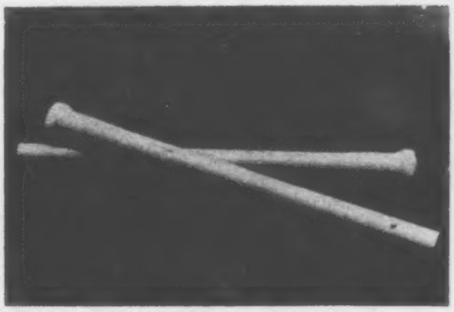




j. ______________________

i. ______________________



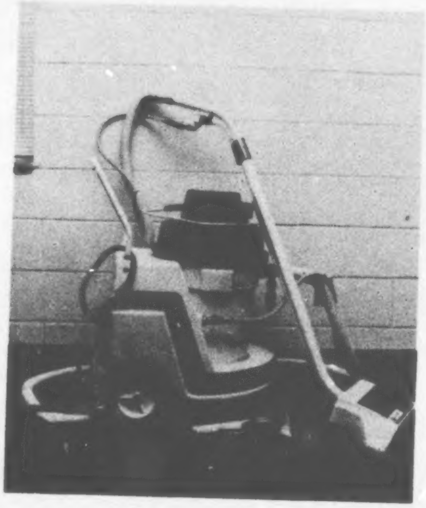


k. ______________________

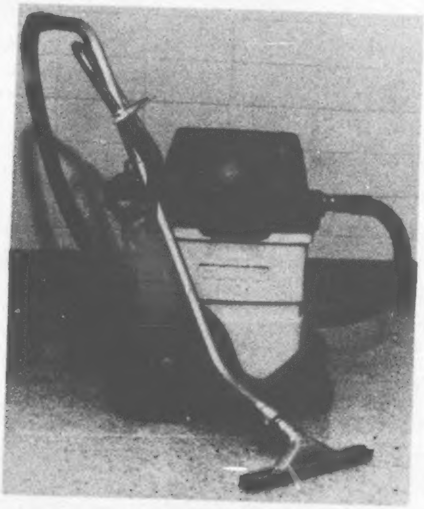
l. ______________________

TEST

Wet/dry vacuum **Water extraction shampooer**



m. ______________________________



n. ______________________________

3. Match special carpet problems to their correct definitions. Write the correct numbers in the blanks.

_____a. Cut or sheared tuft ends left in pile during manufacturing

_____b. Tuft appearing above the carpet surface

_____c. Change in color of carpet

_____d. Plush and solid-color carpets may seem to be unevenly colored, reflecting light from the fibers at different angles

_____e. Small fiber balls or "pills" appear on surface of carpet

1. Discoloring
2. Fuzzing
3. Pilling
4. Shading
5. Sprouting or loose tuft

TEST

4. Match carpet care maintenance schedule terms to their correct definitions. Write the correct numbers in the blanks.

______a. Thoroughly vacuum each area to remove surface dirt and embedded grit

______b. Vacuum or sweep heavy traffic areas to remove surface dirt, dust, and litter and to prevent grit and dust from working down between pile yarns

______c. Chemically clean or shampoo carpet to remove greasy dirt and stains

1. Daily cleaning
2. Weekly cleaning
3. Seasonal or periodic cleaning

5. Match types of carpet soiling to their correct definitions. Write the correct numbers in the blanks.

______a. Tiny bits of sand, glass, or cinders which work their way down to the base of the pile yarn

______b. Dirt which was suspended in water or oil when it reached the carpet; requires shampooing for removal

______c. Light matter which is so finely powdered that it is distributed by air movement

______d. Out-of-place items such as hair, thread, paper, and crumbs

1. Dry dust
2. Embedded grit
3. Surface litter
4. Wet soils

6. Match upholstery fabric terms to their correct definitions. Write the correct numbers in the blanks. Terms and definitions are continued on the next page.

______a. Man-made fiber produced from soft wood pulp; a luxurious material with the feel of silk

______b. First man-made fiber produced from wood cellulose; it is soft, highly absorbent, economical, and drapes well

______c. Name given to several very strong, elastic, long-lasting, man-made fibers made from petroleum products, air, and water

______d. Coarse fabric of heavy cotton, or a blend of cotton and a synthetic, with a piled, velvety surface and raised vertical ribs (wales)

______e. Soft white fibers taken from the pod of a low, bushy plant and made into thread and cloth

______f. Strong, smooth, man-made fabric produced from coal and petroleum products

1. Acetate
2. Corduroy
3. Cotton
4. Nylon
5. Polyester
6. Rayon

TEST

_____g. Thread or fabric made from the fine, soft, shiny fiber produced by silkworms

_____h. Tanned leather with one side buffed into a nap

_____i. Durable, long-wearing wool fabric with a rough finished surface of two or more colors

_____j. A fabric of silk, nylon, rayon, or the like having a smooth, glossy finish

_____k. Soft, deep piled synthetic fabric of different lengths; looks and feels like natural animal fur

_____l. Rich fabric of silk, rayon, nylon, or the like with a soft, thick pile

_____m. Cloth made from the hair or fleece of animals such as goats and sheep

_____n. Fabric with a soft, smooth nap like velvet

7. Satin
8. Silk
9. Suede
10. Tweed
11. Velour
12. Velvet
13. Wool
14. Furlike

7. Distinguish between types of cleaning required for upholstery fabrics. Write an "N" in the blanks before those fabrics that may be cleaned noncommercially and a "C" in the blanks before those fabrics that require commercial care.

_____a. Furlike fabrics

_____b. Corduroy

_____c. Blends of wool and polyester

_____d. Cotton

_____e. Silk

_____f. Rayon

_____g. Velour

_____h. Suede

_____i. Acetate

_____j. Polyester

TEST

_____k. Tweed

_____l. Wool

_____m. Velvet

_____n. Blends of cotton and polyester

8. Select from the following lists words that complete statements about regular upholstery care procedures. Write the correct number in the blank that completes each statement.

a. Vacuum cushions, armrests, back, and crevices each week with _____________ tool.

(1) squeegee
(2) upholstery
(3) dusting
(4) polishing

b. _____________ liquid spills as soon as possible to prevent staining.

(1) sweep up
(2) heat up
(3) cool off
(4) blot up

c. Scrape up excess solid spills with the dull edge of a knife or spoon, and shampoo the _____________.

(1) knife or spoon
(2) area near the spot
(3) entire piece of furniture
(4) spot

d. Shampoo a minimum of once a _____________ to remove greasy dirt and to improve total appearance.

(1) day
(2) week
(3) month
(4) year

e. Turn cushions _____________ to let undersections breathe and to allow fabric to wear evenly.

(1) hourly
(2) daily
(3) periodically
(4) yearly

f. Use partial slipcovers to _____________ arm- and headrest areas from wear and soiling.

(1) protect
(2) expose
(3) uncover
(4) vacuum

g. Keep upholstered furniture away from direct sunlight exposure to prevent fabric from _____________ and wearing out.

(1) airing
(2) fading
(3) darkening
(4) soiling

TEST

(NOTE: Test questions 9-11 are the assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

9. Read label information for cleaning supplies used in carpet and upholstery care.
10. Use a stain and spot treatment chart for upholstered furniture.
11. Demonstrate ability to
    a. Vacuum a carpeted floor thoroughly.
    b. Remove spills and stains from carpet following a general procedure.
    c. Shampoo a lightly soiled, carpeted floor using the dry method.
    d. Shampoo a carpeted floor by hand using the foam method.
    e. Shampoo a carpeted floor using a dry foam machine or a wet foam machine.
    f. Shampoo a carpeted floor using a water extraction unit.
    g. Shampoo upholstered furniture.

CARPET AND UPHOLSTERY CARE
UNIT IV

ANSWERS TO TEST

1. a. 3
   b. 6
   c. 1
   d. 2
   e. 4
   f. 5
   g. 7
   h. 10
   i. 9
   j. 8
   k. 12
   l. 11
2. a. Foam shampooer
   b. Rotary shampooer
   c. Electric broom
   d. Water extraction shampooer wand
   e. Canister or tank vacuum
   f. Vacuum carpet and rug tool attachment
   g. Upright vacuum
   h. Manual carpet sweeper
   i. Vacuum powerhead
   j. Vacuum upholstery tool attachment
   k. Vacuum crevice tool attachment
   l. Vacuum wand attachment
   m. Water extraction shampooer
   n. Wet/dry vacuum
3. a. 2
   b. 5
   c. 1
   d. 4
   e. 3
4. a. 2
   b. 1
   c. 3
5. a. 2
   b. 4
   c. 1
   d. 3

ANSWERS TO TEST

6. a. 1
   b. 6
   c. 4
   d. 2
   e. 3
   f. 5
   g. 8
   h. 9
   i. 10
   j. 7
   k. 14
   l. 12
   m. 13
   n. 11

7. a. C
   b. N
   c. N
   d. N
   e. C
   f. N
   g. N
   h. C
   i. N
   j. N
   k. N
   l. N
   m. C
   n. N

8. a. 2 (upholstery)
   b. 4 (blot up)
   c. 4 (spot)
   d. 4 (year)
   e. 3 (periodically)
   f. 1 (protect)
   g. 2 (fading)

9. Evaluated to the satisfaction of the instructor

10. Evaluated to the satisfaction of the instructor

11. Performance skills evaluated to the satisfaction of the instructor

GENERAL CLEANING
UNIT I

UNIT OBJECTIVE

After completing this unit, the student should be able to use appropriate supplies and equipment while performing general residential cleaning tasks following basic procedures and suggestions for efficient cleaning. This knowledge will be shown by completing the assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match general cleaning terms to their correct definitions.
2. Match cleaning supplies used in residential general cleaning to their correct uses.
3. Identify equipment used in residential general cleaning.
4. Match general cleaning equipment to their correct uses.
5. Match general cleaning schedules to their correct definitions.
6. Select from a list hints for efficient general cleaning.
7. Match furniture care terms to their correct definitions.
8. Select from a list helpful hints for effective dusting.
9. Select from a list items or procedures that will damage wood furniture.
10. Read label information for cleaning supplies used in general residential cleaning.
11. Fold a dusting cloth.
12. Demonstrate the ability to
    a. Dust a unit of furniture with a treated dusting cloth.
    b. Clean and polish wood furniture with furniture polish (wax).
    c. Clean and treat wood paneling.
    d. Clean windows using spray method.
    e. Clean windows with squeegee.

OBJECTIVE SHEET

f. Perform daily living room cleaning tasks.

g. Perform weekly living room cleaning tasks.

h. Perform monthly or periodic living room cleaning tasks.

i. Make a mitered corner.

j. Make a bed using clean linen.

k. Perform daily bedroom cleaning and straightening tasks.

l. Perform weekly bedroom cleaning and straightening tasks.

m. Perform monthly or periodic bedroom cleaning and straightening tasks.

GENERAL CLEANING
UNIT I

SUGGESTED ACTIVITIES

I. Suggested activities

  A. Make transparencies.

  B. Provide students with objective sheet.

  C. Provide students with information and assignment sheets.

  D. Discuss unit and specific objectives.

  E. Discuss information and assignment sheets.

  F. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #1.

  G. Provide instructions on how to work Assignment Sheet #1 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

  H. Make an answer key for Assignment Sheet #1.

  I. Obtain materials and equipment needed to complete job sheets.

  J. Demonstrate and discuss procedures outlined in job sheets.

  K. Allow time for students to practice job sheets.

  L. Give test.

II. Instructional materials

  A. Objective sheet

  B. Suggested activities

  C. Information sheet

  D. Transparency masters

    1. TM #1--General Cleaning Schedule

    2. TM #2--General Cleaning Schedule (Continued)

  E. Assignment sheets

    1. Assignment Sheet #1--Read Label Information for Cleaning Supplies Used in General Residential Cleaning

    2. Assignment Sheet #2--Fold a Dusting Cloth

SUGGESTED ACTIVITIES

F. Answers to assignment sheets

G. Job sheets

1. Job Sheet #1--Dust a Unit of Furniutre with a Treated Dusting Cloth
2. Job Sheet #2--Clean and Polish Wood Furniture with Furniture Polish (Wax)
3. Job Sheet #3--Clean and Treat Wood Paneling
4. Job Sheet #4--Clean Windows Using Spray Method
5. Job Sheet #5--Clean Windows with Squeegee
6. Job Sheet #6--Perform Daily Living Room Cleaning Tasks
7. Job Sheet #7--Perform Weekly Living Room Cleaning Tasks
8. Job Sheet #8--Perform Monthly or Periodic Living Room Cleaning Tasks
9. Job Sheet #9--Make a Mitered Corner
10. Job Sheet #10--Make a Bed Using Clean Linen
11. Job Sheet #11--Perform Daily Bedroom Cleaning and Straightening Tasks
12. Job Sheet #12--Perform Weekly Bedroom Cleaning and Straightening Tasks
13. Job Sheet #13--Perform Monthly or Periodic Bedroom Cleaning and Straightening Tasks

H. Test

I. Answers to test

III. Unit references

A. Booklets

1. *Furniture Care.* Racine, Wisconsin: Consumer Services Center, Johnson Wax, n.d.
2. Habeeb, Virginia T. *New Methods to Old Cleaning Madness: A Mini Course in Household Cleaning.* Orlando, Florida: White Laboratories Inc., 1981.

SUGGESTED ACTIVITIES

B. Pamphlets

1. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families, A 4508.* "Plan to Keep House Clean." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

2. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families, A 4509.* "Cleaning Walls, Ceilings and Woodwork." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

3. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families, A 4510.* "Cleaning Windows, Mirrors, and Other Glass." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

C. Books

1. Clayton, Nanalee. *Young Living.* 2nd ed. Peoria, Illinois: Chas. A. Bennett Co., Inc., 1970.

2. Reiff, Florence M. *Steps in Home Living.* 2nd ed. Peoria, Illinois: Chas. A. Bennett Co., Inc., 1971.

3. Starr, Mary Catherine. *Management for Better Living.* Lexington, Massachusetts: D.C. Heath and Company, 1968.

4. Young, Charmaine. *I'm Going to Clean Homes and Businesses.* Champaign, Illinois: Cepco, 1978.

GENERAL CLEANING
UNIT I

INFORMATION SHEET

I. Terms and definitions

A. Aerosol (AER/o/sol)--Container of liquid; gas under pressure dispenses the liquid through a valve in the form of a spray, mist, or foam

B. Damp mopping (DAMP MOP/ping)--Removing surface dust with a thoroughly wrung out mop and cool water containing no cleaning agent

C. Mild detergent (MILD/de/TER/gent)--Detergent that contains only a small amount of harsh chemical additives

D. Schedule (SCHED/ule)--List or timetable of things you expect to do

E. Sparingly (SPAR/ing/ly)--Using a small amount

F. Vacuuming (VAC/u/um/ing)--Removing dust, dirt, or small particles by using a suction machine and an air filter

G. Wet mopping (WET MOP/ping)--Using a mop wet with a cleaning agent to remove surface soil from the floor

II. Uses of cleaning supplies used in residential general cleaning (Assignment Sheet #1)

A. Wastebasket liner--Protects wastebasket against soft drinks, gum, melting ice, and other hard-to-remove items

B. Mild synthetic detergent--General purpose cleaner

C. Glass cleaner--Cleans and polishes windows, glass table tops, mirrors, plastics, and television screens

D. Furniture polish--Polishes and protects wood and wood-like furniture

(NOTE: Use sparingly and use correct type for kind of wood.)

E. Floor finish--Improves appearance and protects floor covering

F. Carpet shampoo--Removes spots and soil from rugs and carpets

G. Floor stripper--Removes old finish (wax) from floor surfaces

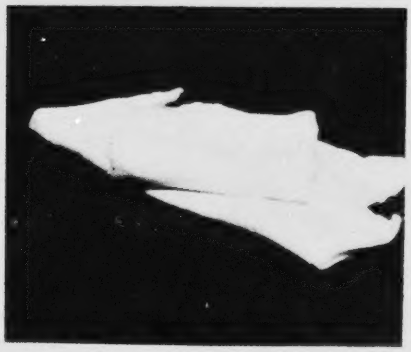
H. Wood panel treatment oil--Cleans, beautifies, and protects wood paneling

INFORMATION SHEET

III. Cleaning equipment used in residential general cleaning (Figures 1-17)

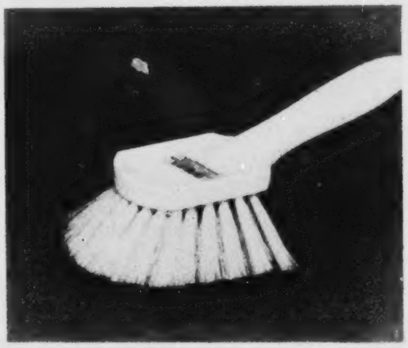
A. Cleaning cloths

FIGURE 1



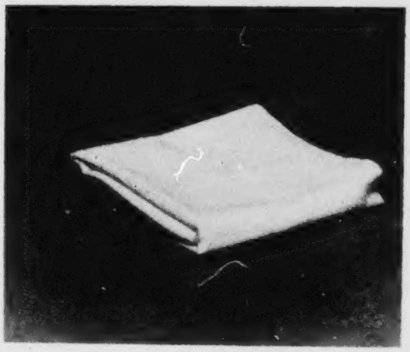
B. Soft bristle brush

FIGURE 2



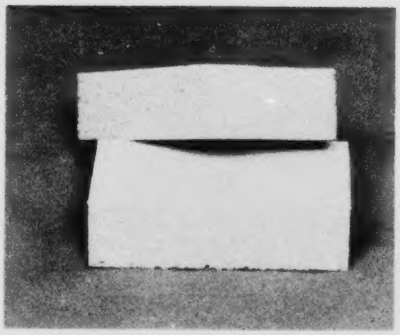
C. Dusting cloth

FIGURE 3



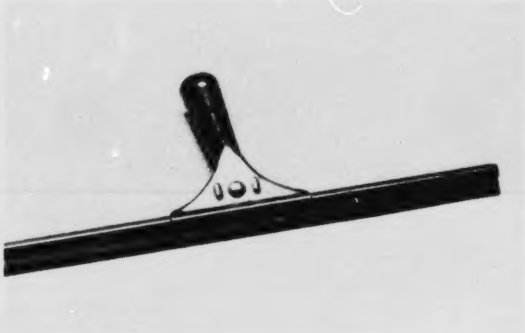
D. Sponges

FIGURE 4



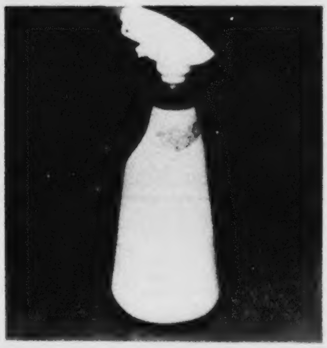
E. Window squeegee

FIGURE 5



F. Spray bottle

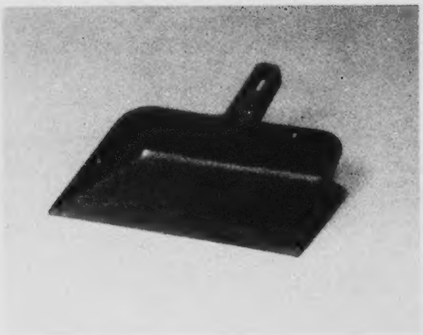
FIGURE 6



INFORMATION SHEET

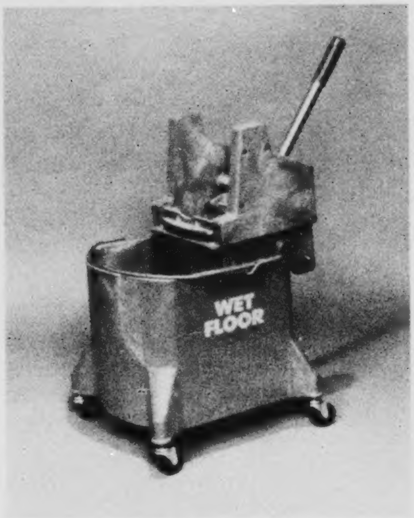
G. Dustpan

FIGURE 7



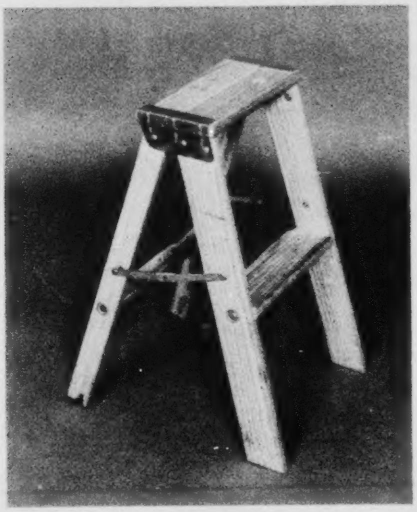
H. Mop bucket/wringer

FIGURE 8



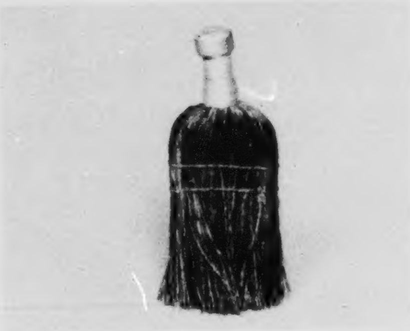
I. Stepladder

FIGURE 9



J. Whisk broom

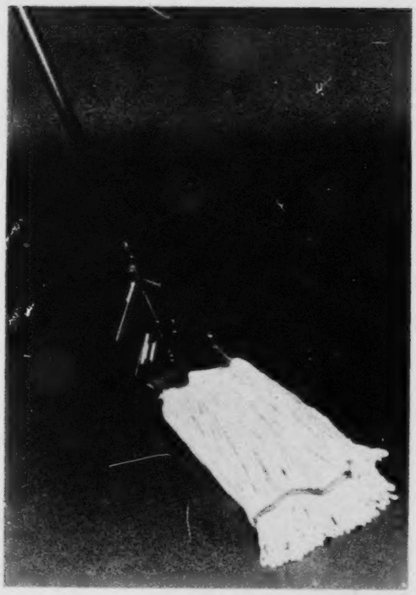
FIGURE 10



INFORMATION SHEET

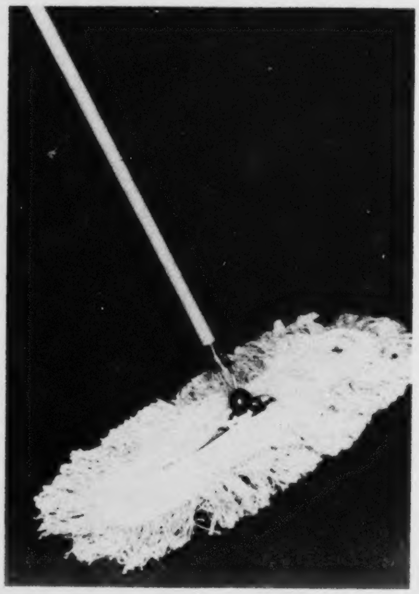
K. Wet mop

FIGURE 11



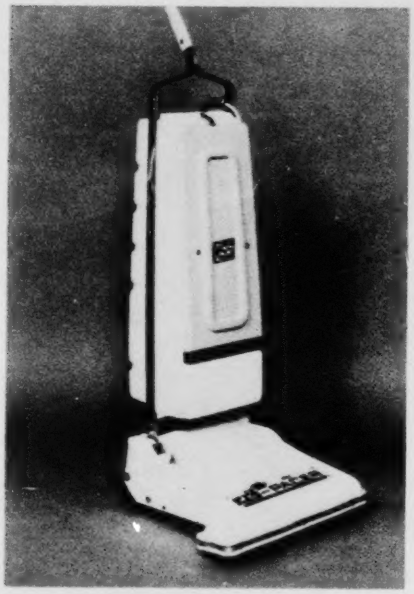
L. Dust mop

FIGURE 12



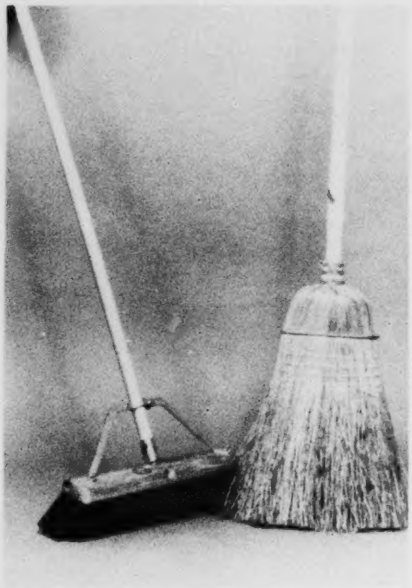
M. Upright vacuum

FIGURE 13



N. Brooms

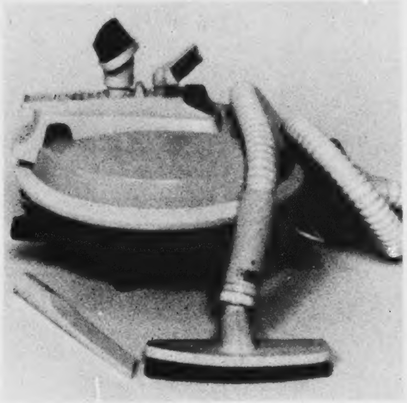
FIGURE 14



INFORMATION SHEET

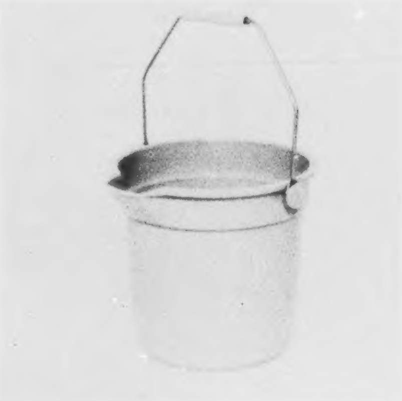
O. Canister vacuum with attachments

FIGURE 15



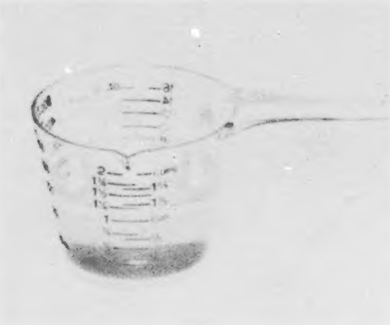
P. Bucket

FIGURE 16



Q. Measuring cup

FIGURE 17



INFORMATION SHEET

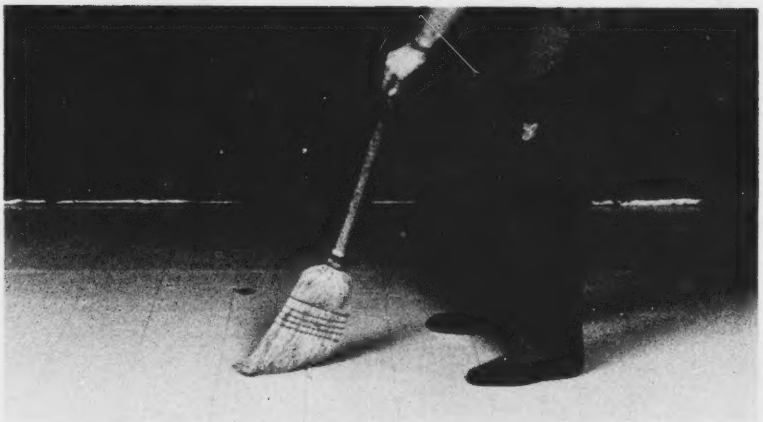
IV. Uses of general cleaning equipment (Figures 18-34)

A. Broom--Used to remove trash and debris

(NOTE: Hang up when not in use; do not store on fibers. May be washed in warm suds, but should not be used wet.)

EXAMPLE:

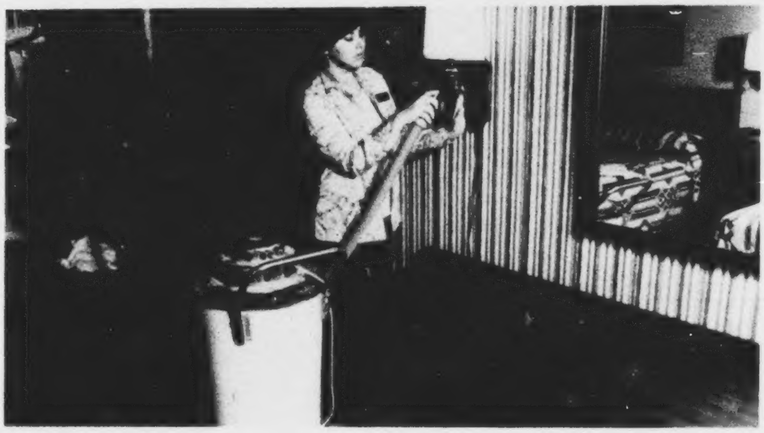
FIGURE 18



B. Canister or tank-type vacuum--Used with attachments to vacuum upholstered furniture, ledges, window coverings, and corners where an upright vacuum cannot reach

EXAMPLE:

FIGURE 19



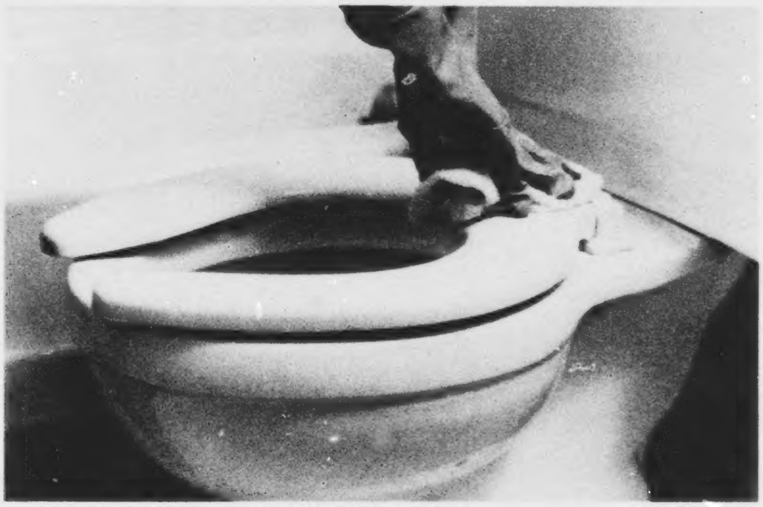
INFORMATION SHEET

C. Cleaning cloths--Used for cleaning washable surfaces, light fixtures, television screens, and mirrors

(NOTE: Rinse cloths frequently during use.)

EXAMPLE:

FIGURE 20



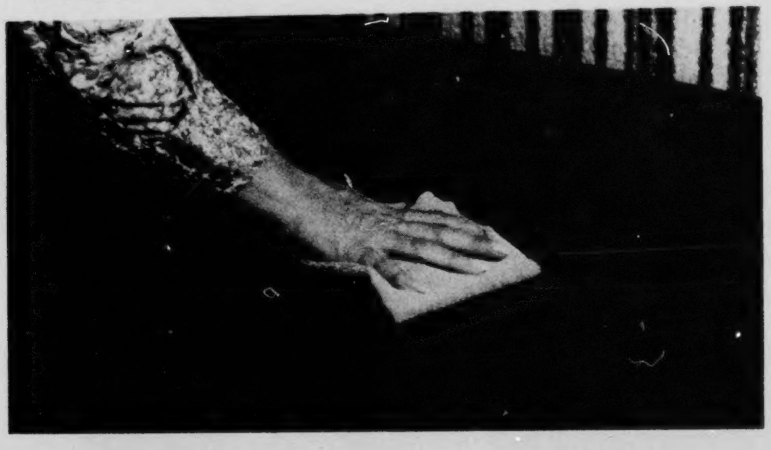
INFORMATION SHEET

D. Dust cloths and polishing cloths--Used for dusting and polishing furniture, picture frames, bed headboards, tables, lamps, horizontal and vertical surfaces of nonfabric construction; may be treated with treatment oil

(NOTE: Some supervisors may suggest using feather dusters or a vacuum for some of these cleaning tasks.)

EXAMPLE:

FIGURE 21

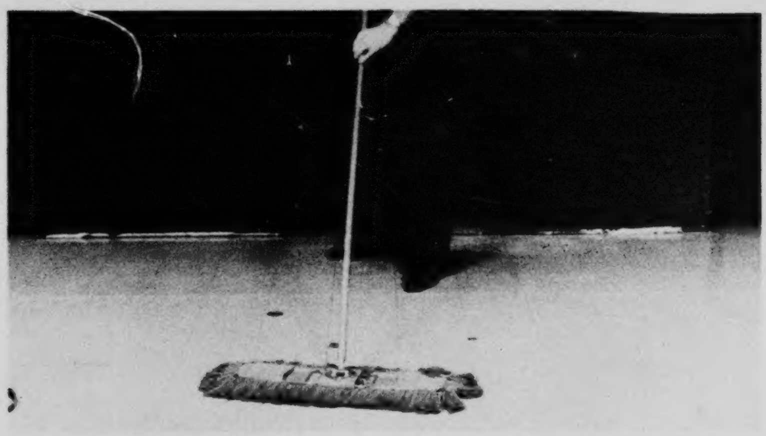


E. Dust mop--Used for sweeping smooth, dry floors; usually treated to pick up dust

(NOTE: Vacuum or clean by shaking into wastebasket; hang up for storage. Never leave dust mop standing on floor.)

EXAMPLE:

FIGURE 22

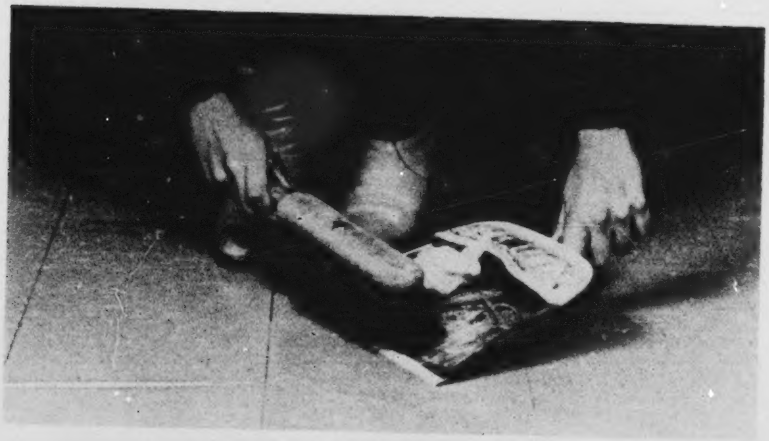


INFORMATION SHEET

F. Dustpan--Used for picking up dirt and trash

EXAMPLE:

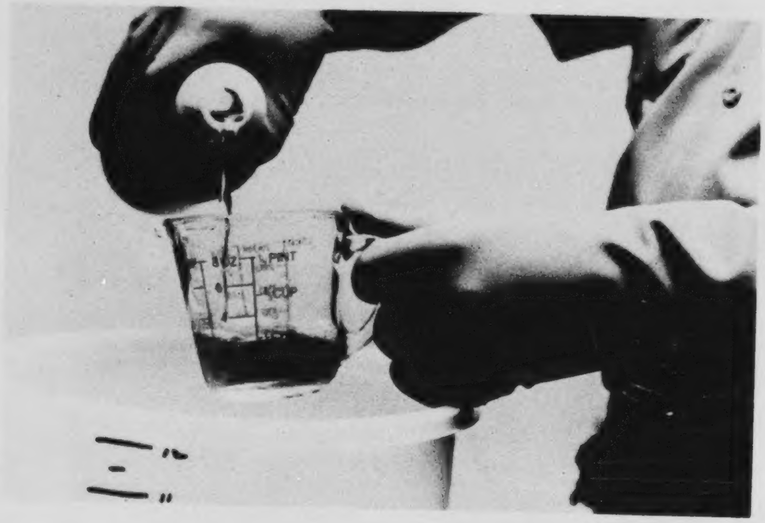
FIGURE 23



G. Measuring cup--Used to measure ingredients for mixing cleaning solutions; graduated

EXAMPLE:

FIGURE 24



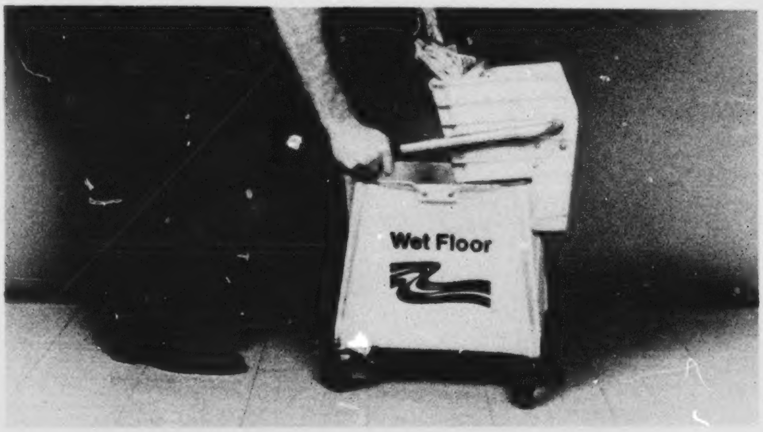
INFORMATION SHEET

H. Mop bucket/wringer--Used for holding, transporting, and wringing out mop solutions and rinse water for noncarpeted area

(NOTE: Do not leave liquid in bucket overnight.)

EXAMPLE:

FIGURE 25

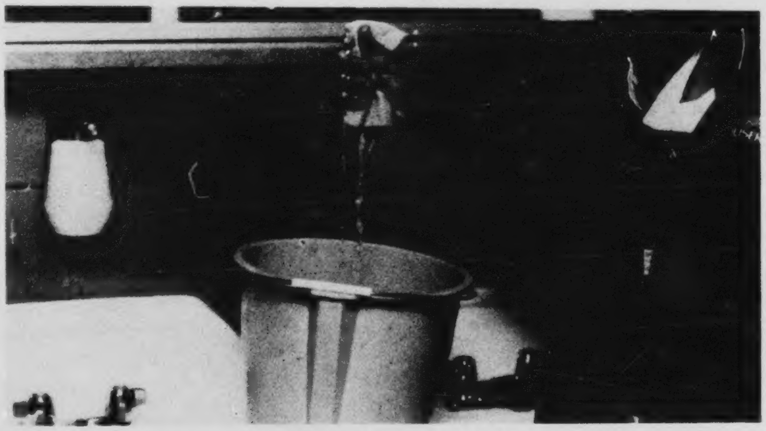


I. Bucket (pail)--Used for holding detergent solutions and rinse water for hand cleaning

(NOTE: Do not leave liquids in bucket overnight.)

EXAMPLE:

FIGURE 26



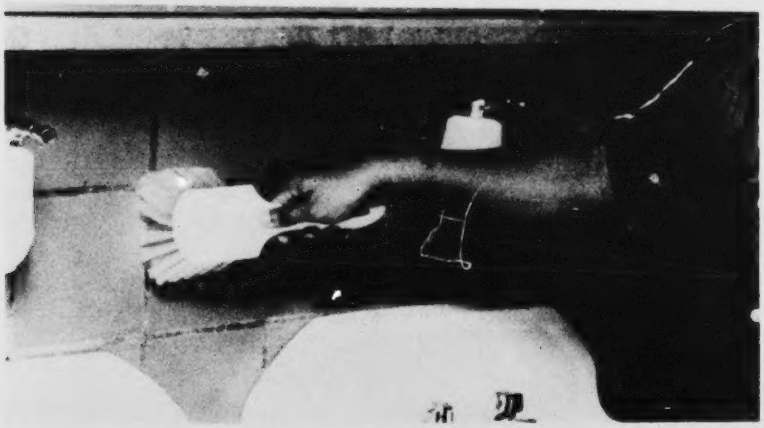
INFORMATION SHEET

J. Scrub brush--Used for small, hand-cleaning tasks; has soft bristles

(NOTE: The scrub brush illustrated in Figure 27 is also known as a *gong brush*.)

EXAMPLE:

FIGURE 27



K. Spray bottle--Used to apply a liquid solution in mist or spray form during cleaning operations; hand pumped

EXAMPLE:

FIGURE 28

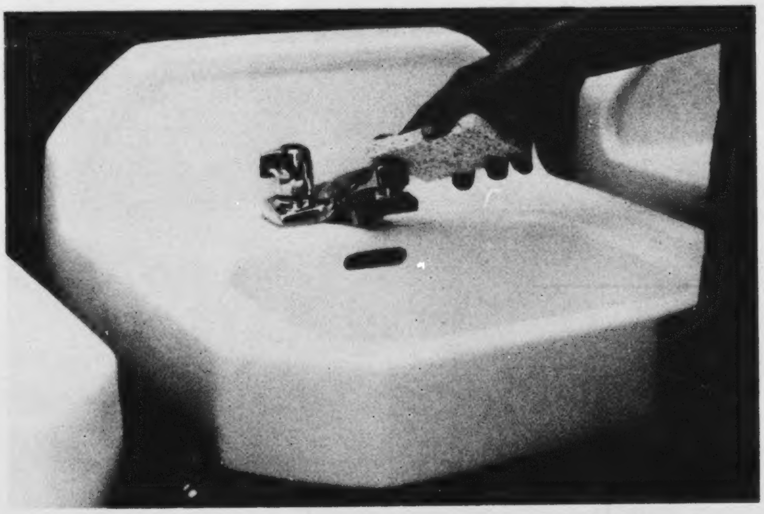
INFORMATION SHEET

L. Sponges--Used wet to clean small areas; may be natural or synthetic

(NOTE: Wash in mild detergent and rinse thoroughly after use.)

EXAMPLE:

FIGURE 29



M. Stepladder--Used for reaching high places such as light fixtures and curtains

(NOTE: Clean and inspect the stepladder after each use; if wood, treat with linseed oil.)

EXAMPLE:

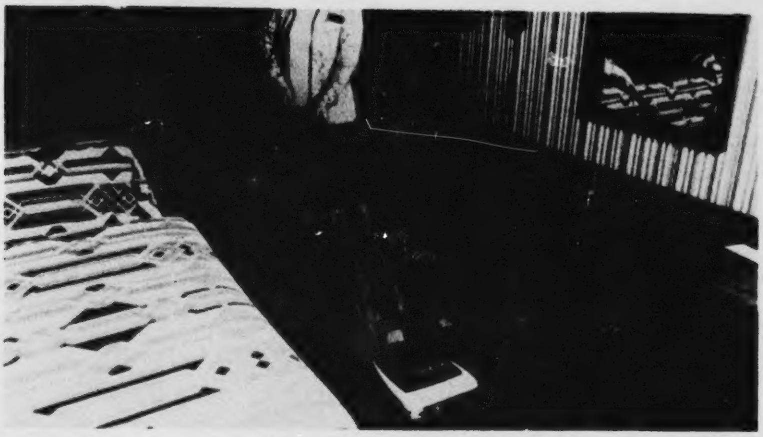
FIGURE 30

INFORMATION SHEET

N. Upright vacuum--Used to vacuum large, flat areas of carpet

EXAMPLE:

FIGURE 31

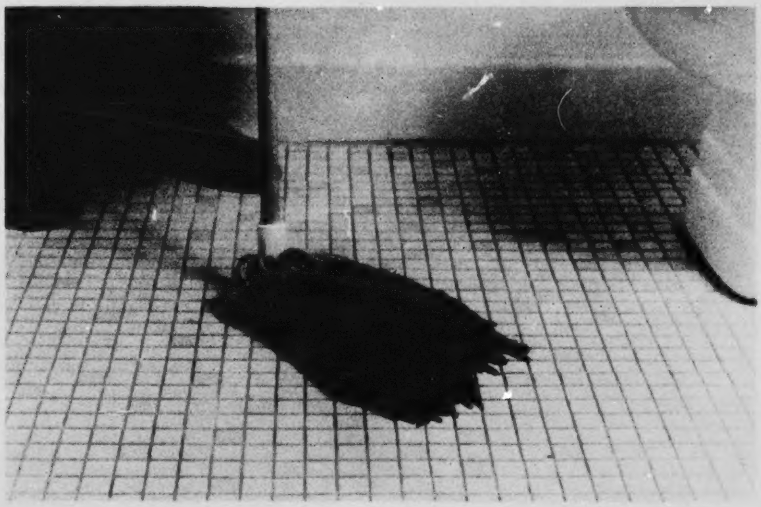


O. Wet mop--Used for transferring liquids to and from floor surface

(NOTE: Wash and rinse after use and store with mop head off floor and strands hanging down; trim loose and uneven yarn strands.)

EXAMPLE:

FIGURE 32

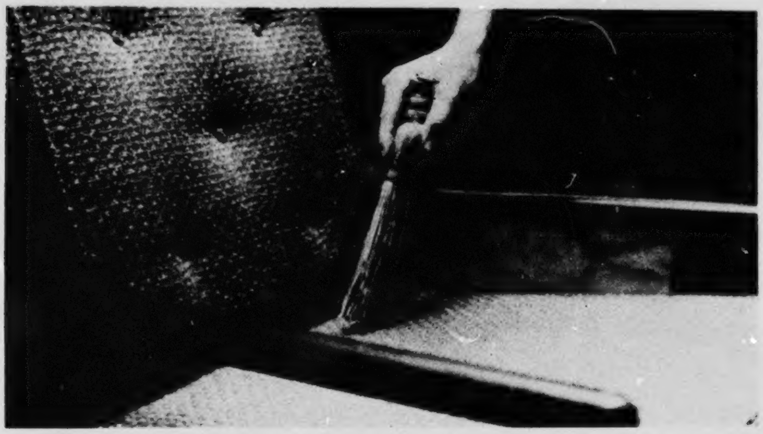


INFORMATION SHEET

P. Whisk broom--Used to touch up upholstered furniture when a vacuum is not used

EXAMPLE:

FIGURE 33



Q. Window squeegee--Used to remove surface liquid from a flat surface by scraping

EXAMPLE:

FIGURE 34

INFORMATION SHEET

V. General cleaning schedules and their definitions (Transparencies #1 and #2)

A. Daily--Cleaning or picking up those items required to keep the house functioning and free from vermin (bugs, rodents)

EXAMPLES: Emptying ashtrays; throwing out trash; adjusting window shades and draperies; making beds; straightening towels; putting away food; washing dishes

B. Weekly--Cleaning and maintaining those items required to maintain a high level of sanitation (health), extend the useable life of the house and furnishings, and prevent property damage

EXAMPLES: Dusting furniture; clearing out clutter; vacuuming carpet and upholstery; changing linen; cleaning surfaces and mirrors; dusting and mopping floors

C. Monthly--Cleaning those areas that require extra time or special equipment

EXAMPLES: Vacuuming carpets thoroughly; vacuuming draperies and upholstered furniture; cleaning windows inside; polishing furniture; dusting around books; washing lamps, walls and woodwork; waxing floors

D. Periodic or seasonal--Cleaning tasks that are not performed on a routine basis and are often done during certain seasons of the year

EXAMPLES: Shampooing carpets and upholstered furniture; cleaning lighting fixtures; waxing or polishing floors and furniture; washing blankets, quilts, and spreads; moving furniture and cleaning underneath and behind

VI. Hints for efficient general cleaning

A. Collect and organize tools and supplies needed for each cleaning task

EXAMPLE: Use a portable caddy, pail, or box to carry small tools and cleaning supplies

B. Allow enough time to complete each daily task

C. Daily touch-ups lessen the need for heavy cleaning

D. Sweep or dust floor *before* dusting furniture

E. Start dusting at highest points and work down

EXAMPLES: Ceilings, walls, tops of doors and window frames

F. Apply wax and finishes sparingly, using thin, even coats instead of single, heavy ones

G. Change vacuum cleaner filter bags frequently for effective dust removal

INFORMATION SHEET

H. Use clean water and clean cloths; change washing solution often

I. Schedule a regular time to perform daily cleaning tasks

J. To avoid drips, wring out cloth or sponge before damp wiping

VII. Furniture care terms and definitions

A. Dusting (DUST/ing)--Removing fine powdered particles of dirt and soil by wiping, brushing, shaking, or vacuuming

B. Waxing (WAX/ing)--Applying a liquid or paste wax to a surface for protection and improved appearance

C. Polishing (POL/ish/ing)--Producing a smooth, glossy surface by rubbing with a cloth or tool with or without an abrasive liquid, paste wax, or cleaner

D. Buffing (BUFF/ing)--Shining by rubbing with a soft cloth or tool

E. Grain of wood (GRAIN OF WOOD)--Pattern lines of a piece of wood

(NOTE: Rubbing with these lines produces a smooth surface; rubbing crosswise to these lines produces a rough and streaked surface.)

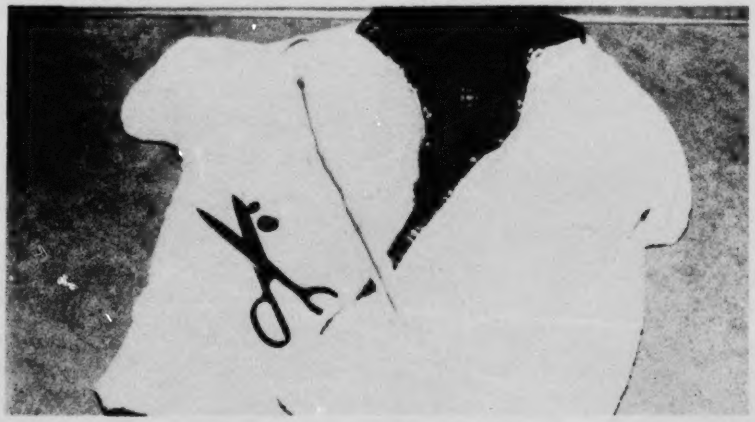
VIII. Helpful hints for effective dusting (Assignment Sheet #2)

A. Use clean, soft cloth made from cotton, flannel, or wool, with buttons, snaps, and heavy seams removed (Figure 35)

(NOTE: Synthetic materials such as rayon, nylon, and polyester make poor dusting and polishing cloths.)

EXAMPLE:

FIGURE 35



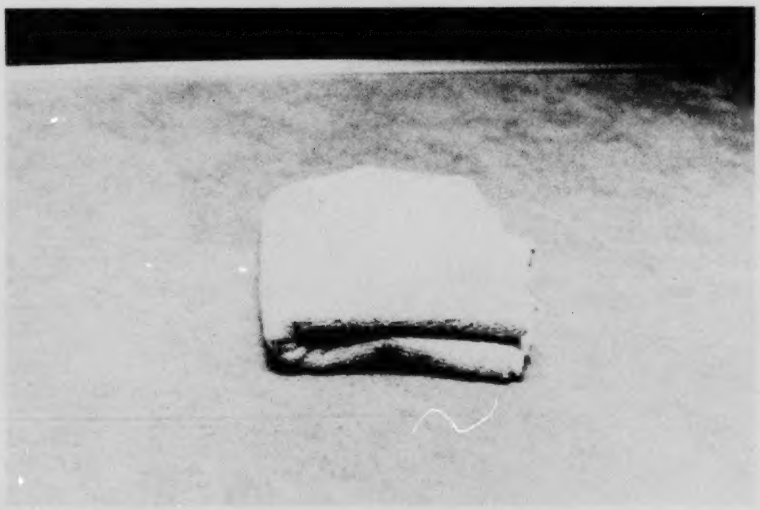
INFORMATION SHEET

B. Fold cloth to provide several cleaning surfaces (Figures 36 and 37)

(NOTE: A bunched up cloth has only two cleaning surfaces.)

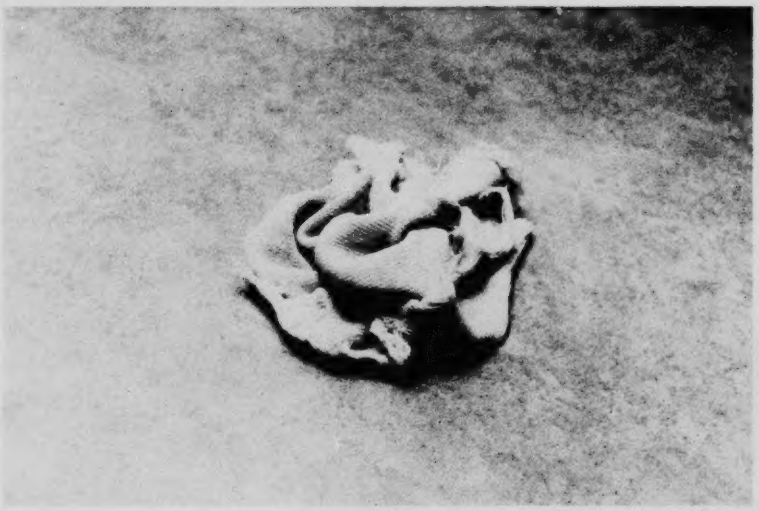
EXAMPLE:

FIGURE 36



Right

FIGURE 37



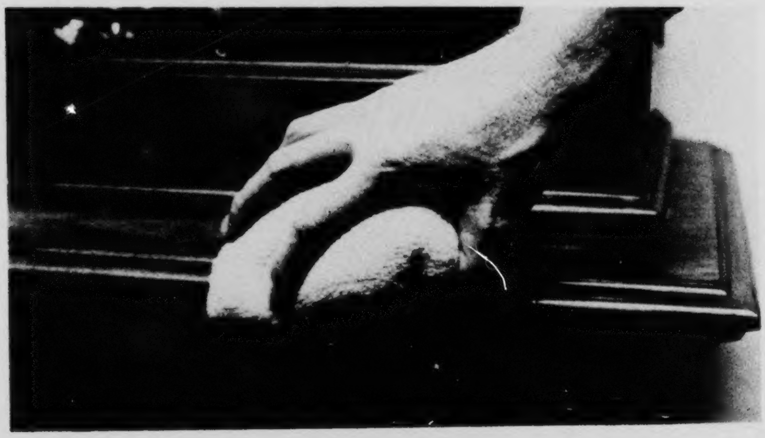
Wrong

INFORMATION SHEET

C. Cup your hand over the cleaning cloth to prevent scattering dirt trapped in cloth (Figure 38)

EXAMPLE:

FIGURE 38

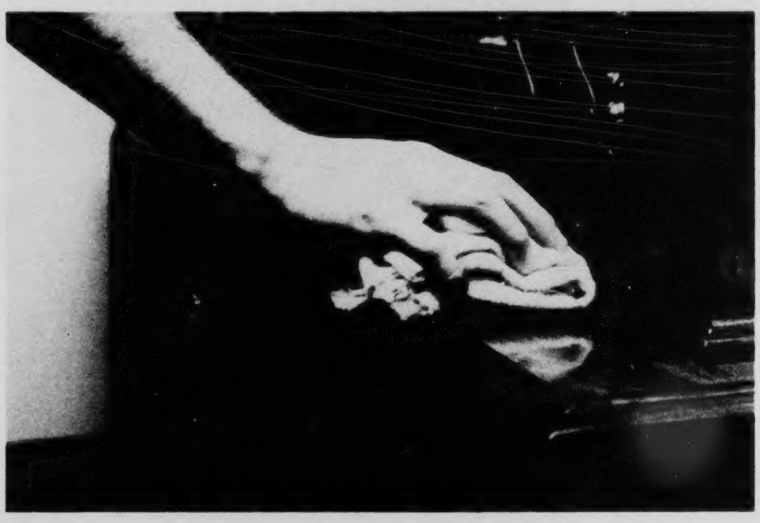


D. Wipe with gentle strokes and little pressure (Figure 39)

(NOTE: Dust and dirt are abrasive and will scratch.)

EXAMPLE:

FIGURE 39



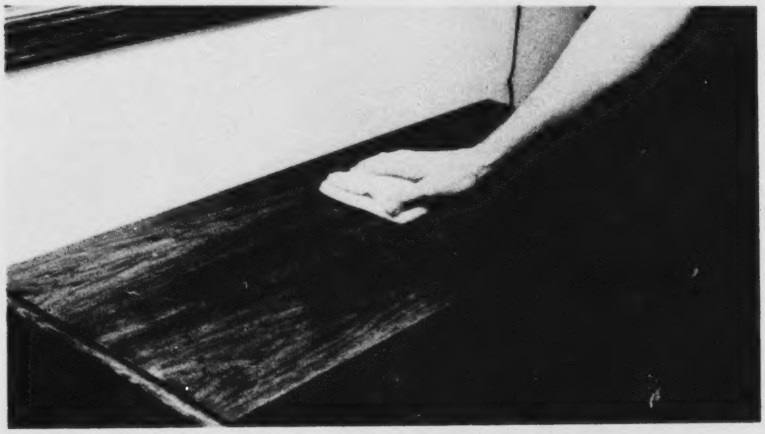
INFORMATION SHEET

E. Use long, straight strokes (Figure 40)

(NOTE: Circular motion will leave circle marks in the finish.)

EXAMPLE:

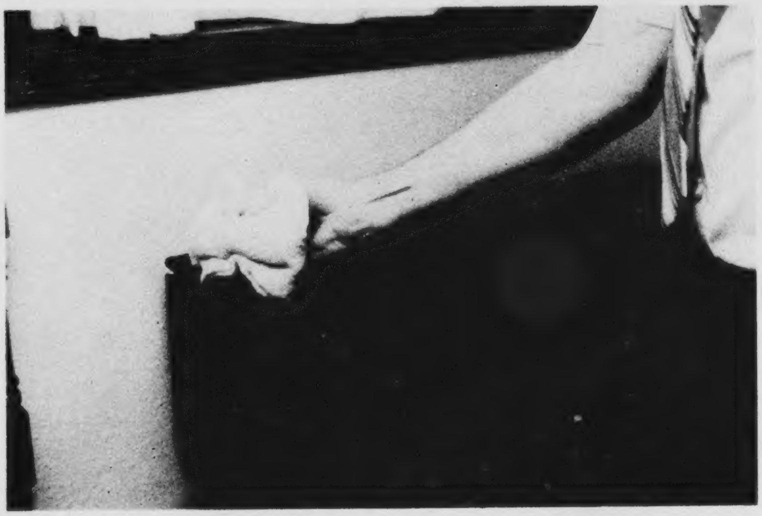
FIGURE 40



F. Avoid scattering dust with quick, rough movements of the cloth (Figure 41)

EXAMPLE:

FIGURE 41

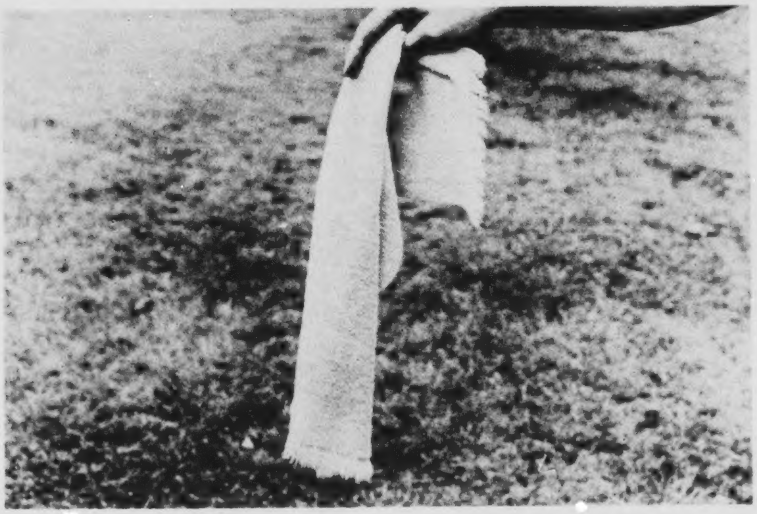


INFORMATION SHEET

G. Shake cloth outdoors, or replace with clean one (Figure 42)

EXAMPLE:

FIGURE 42

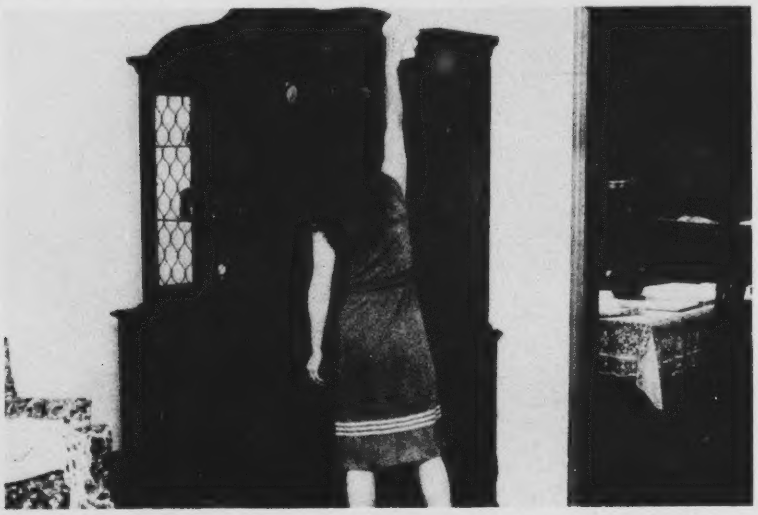


H. Dust high places first, and work downward (Figure 43)

(NOTE: If low areas are dusted first, dust will resettle on them while you are cleaning the high places.)

EXAMPLE:

FIGURE 43



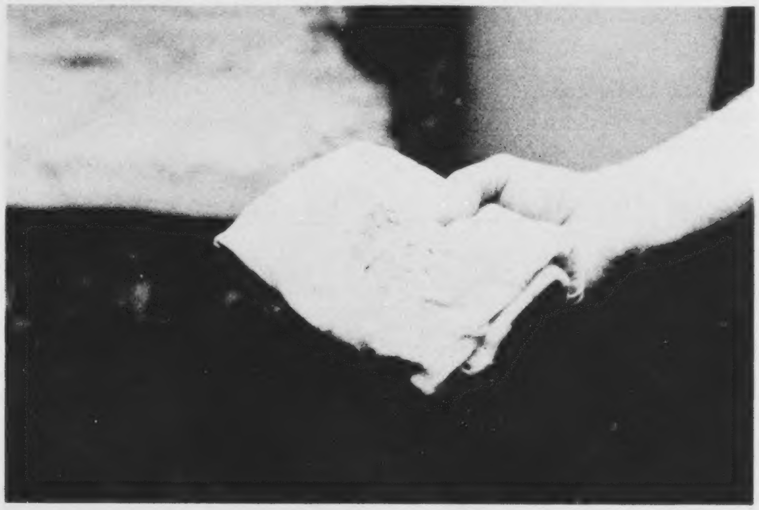
INFORMATION SHEET

IX. Items or procedures that will damage wood furniture (Figures 44-51)

A. Dusting with a dirty cloth

EXAMPLE:

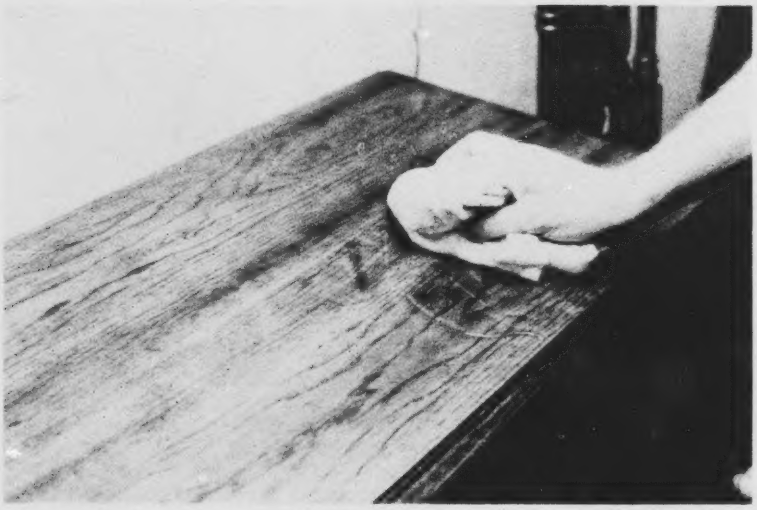
FIGURE 44



B. Applying too much furniture polish

EXAMPLE:

FIGURE 45

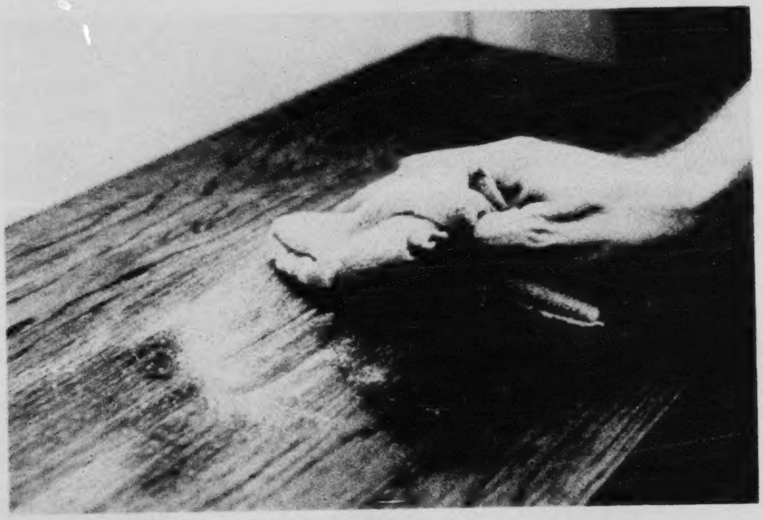


INFORMATION SHEET

C. Polishing over a dirty surface

EXAMPLE:

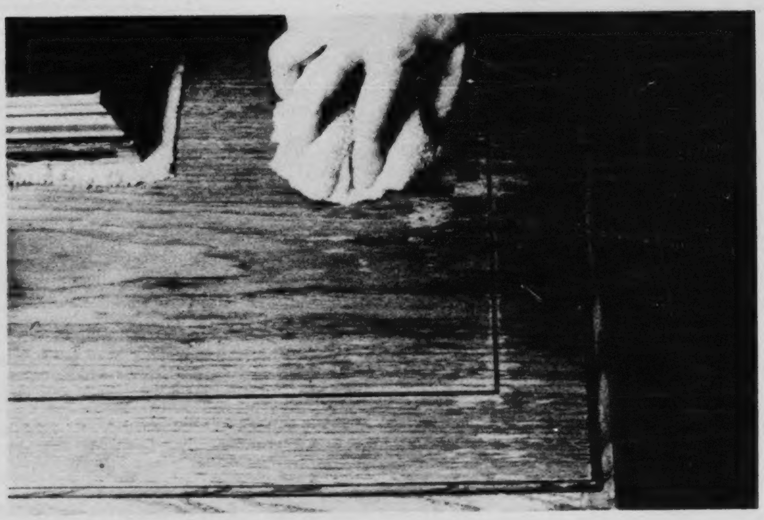
FIGURE 46



D. Applying wrong type of polish for finish

EXAMPLE:

FIGURE 47

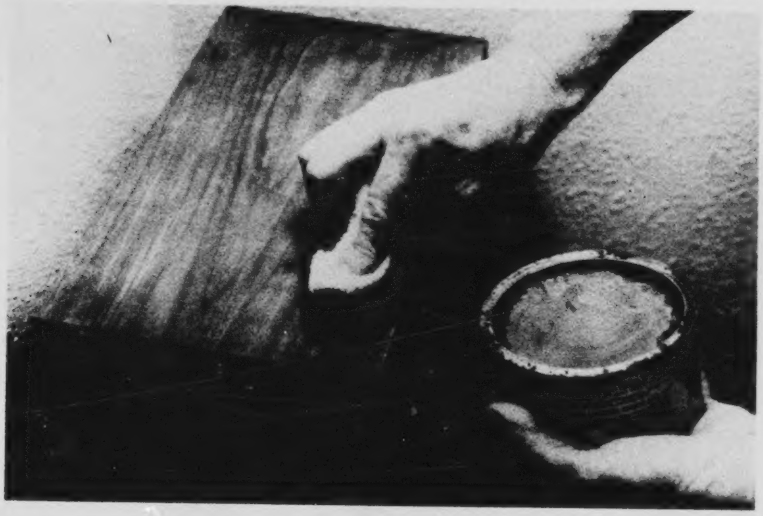


INFORMATION SHEET

E. Waxing an oil-rubbed finish

EXAMPLE:

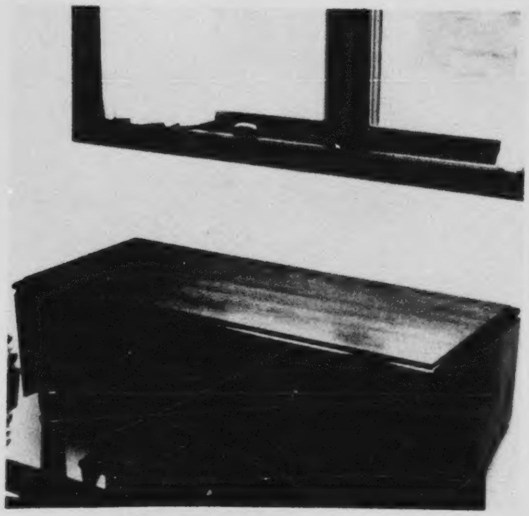
FIGURE 48



F. Placing furniture in strong sunlight

EXAMPLE:

FIGURE 49

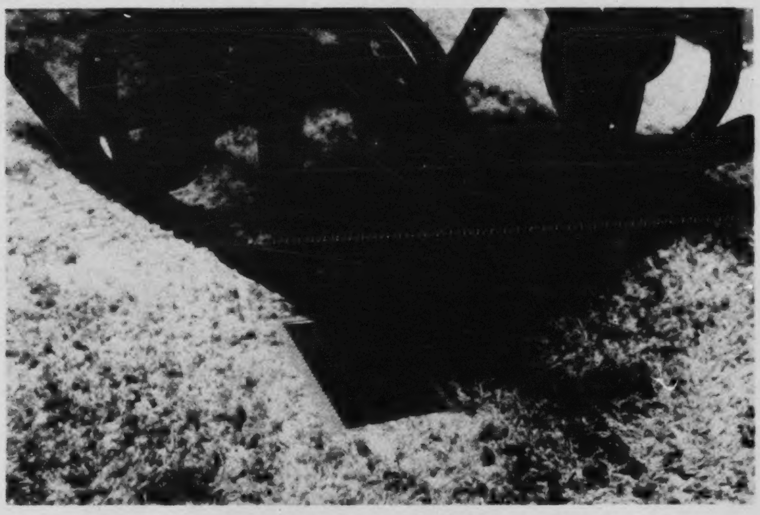


INFORMATION SHEET

G. Placing furniture too close to heat source or exposing to extreme weather

EXAMPLE:

FIGURE 50

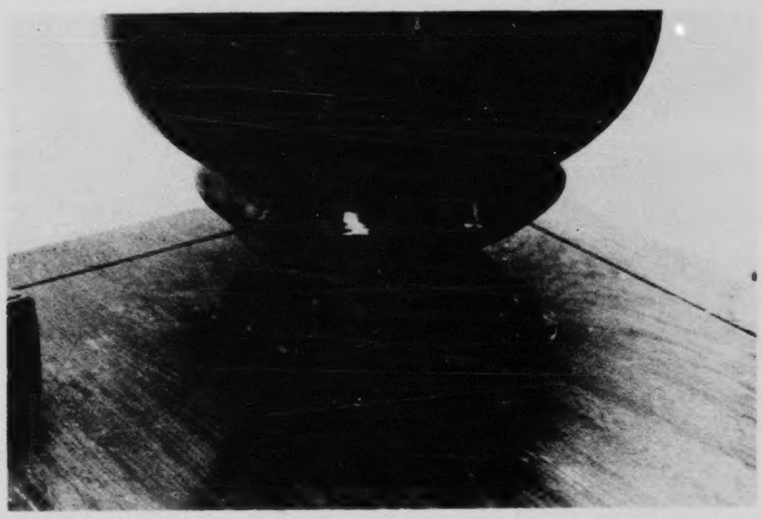


H. Failing to use felt under lamps and ashtrays

(NOTE: This causes dents and scratches.)

EXAMPLE:

FIGURE 51



General Cleaning Schedule

AREA	DAILY	WEEKLY	MONTHLY OR OCCASIONAL	PERIODIC OR SEASONAL
Living Room **Dining Room** **Family Room** **Den, etc.**	Empty wastebaskets, ashtrays, throw out trash/cull papers/ replace foreign objects/ straighten furniture/ fluff pillows/clean off table tops/adjust shades, draperies/dry mop and dust, if necessary.	Empty wastebaskets, ashtrays, sort magazines, papers, junk mail/clear out clutter/wipe up smudges from walls/dust furniture, window sills/vacuum rugs, upholstered furniture/take care of plants.	Vacuum carpets and rugs throughly/ vacuum draperies/ clean windows inside, glass and mirrors/ dust tops and around books/polish furniture/clean out drawers, closets/ polish metals/wash lamps/move and clean under furniture.	Remove books and clean/clean pictures/clean rugs and carpets, clean lighting fixtures/clean and wax floors/clean and wax vinyl furniture, clean closets and cupboards/wash woodwork, wax if necessary/shampoo upholstered furniture.
Bedrooms	Air and make beds/put away clothes, personal items/empty wastebaskets, ashtrays.	Change linens, vacuum and dust.	Air, vacuum and turn mattress/vacuum upholstered furniture/vacuum draperies/clean windows inside/straighten drawers, closets/move and clean under furniture.	Same as above/wash or dryclean blankets, spreads/care for clothes/vacuum box springs.

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General Cleaning Schedule

(Continued)

AREA	DAILY	WEEKLY	MONTHLY OR OCCASIONAL	PERODIC OR SEASONAL
Bathroom	Remove trash/straighten towels; put out fresh ones as necessary/put soiled linen in hamper/replace items in cabinets/clean washbasin, tub.	Clean basin, tub, shower stall/wash floor/wipe and clean tile surface/clean toothbrush holder/clean mirrors. Use X-14 Tub & Tile.	Wash rugs/wash walls, woodwork/clean windows inside/clean medicine closet/spray with X-14 to remove mildew stains.	Clean or wash shower curtain/clean hamper/clean toilet bowl and drop in X-14 Automatic Bowl Cleaner/clean blinds or shades/discard old medicine.
Kitchen	Put away food/wash dishes/clean range, counters, sink/wipe off refrigerator/sweep or damp mop floor/empty trash and garbage.	Clean out refrigerator or dispose of leftovers/ clean all parts of range/ dust windowsills, shades/ wipe off all appliances/ mop and wax floors/ clean garbage can.	Defrost; clean refrigerator/clean drawers, cabinets/wash filters in vent, fan and hood/polish surfaces/polish pots and pans/wash windows inside.	Clean lighting fixtures/clean behind range and refrigerator/remove and launder curtains.

TM #2

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CLS - 33-B

GENERAL CLEANING
UNIT I

ASSIGNMENT SHEET #1--READ LABEL INFORMATION FOR CLEANING SUPPLIES USED IN GENERAL RESIDENTIAL CLEANING

NAME ______________________ SCORE ____________

To obtain the results that a product was created to do, the worker must read, understand, and follow the manufacturer's instructions printed on cleaning supply containers. Failure to follow directions may result in damage to equipment, fixtures, and cleaning surfaces, and may cause personal injury.

Complete the requested information for each cleaning product on the following sheets.

(NOTE: Some products will not list all of the requested information.)

A. Floor finish (wax)
B. Floor stripper
C. Furniture polish
D. Glass cleaner
E. Synthetic detergent
F. Wood panel treatment oil

ASSIGNMENT SHEET #1

PART I--Label Information

A. Type of product **FLOOR FINISH (WAX)**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART II--Label Information

A. Type of product FLOOR STRIPPER (WAX REMOVER)

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART III--Label Information

A. Type of product FURNITURE POLISH

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART IV--Label Information

A. Type of product GLASS CLEANER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART V--Label Information

A. Type of product SYNTHETIC DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART VI--Label Information

A. Type of product WOOD PANEL TREATMENT OIL

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

GENERAL CLEANING
UNIT I

ASSIGNMENT SHEET #2--FOLD A DUSTING CLOTH

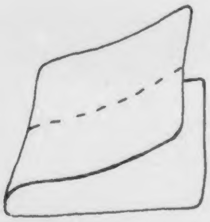
NAME ______________________________ SCORE ______________

To provide as many clean surfaces as possible, a dusting cloth should be folded to provide several clean surfaces approximately 4 inches square. As one square becomes soiled, it should be folded under, exposing a clean square. A large cloth may be folded to provide as many as 32 clean surfaces.

Fold a large dust cloth following the steps below (Figures 52-55) so that the cleaning surface will be approximately 4 inches square.

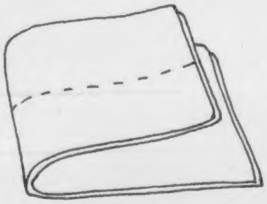
A. Step #1--Fold in half (4 surfaces)

FIGURE 52



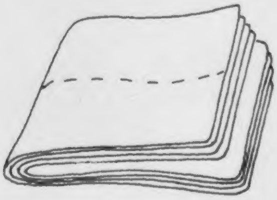
B. Step #2--Fold in half in other direction (8 surfaces)

FIGURE 53



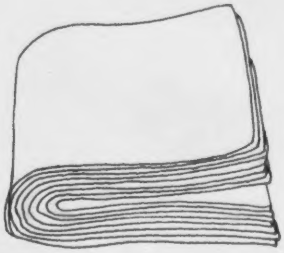
C. Step #3--Fold in half (16 surfaces)

FIGURE 54



D. Step #4--Fold in half (32 surfaces)

FIGURE 55



GENERAL CLEANING
UNIT I

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

GENERAL CLEANING
UNIT I

JOB SHEET #1--DUST A UNIT OF FURNITURE WITH A TREATED DUSTING CLOTH

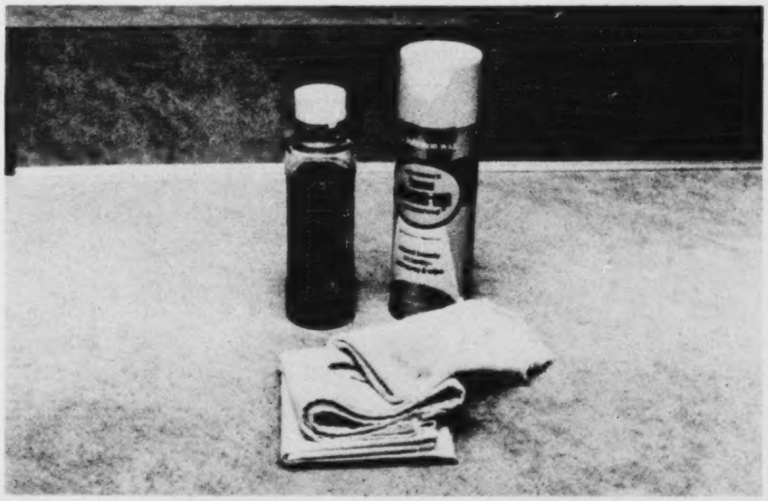
I. Equipment and supplies (Figure 56)

  A. Dusting cloth

  B. Dusting cloth treatment spray

  C. Furniture polish (optional)

FIGURE 56

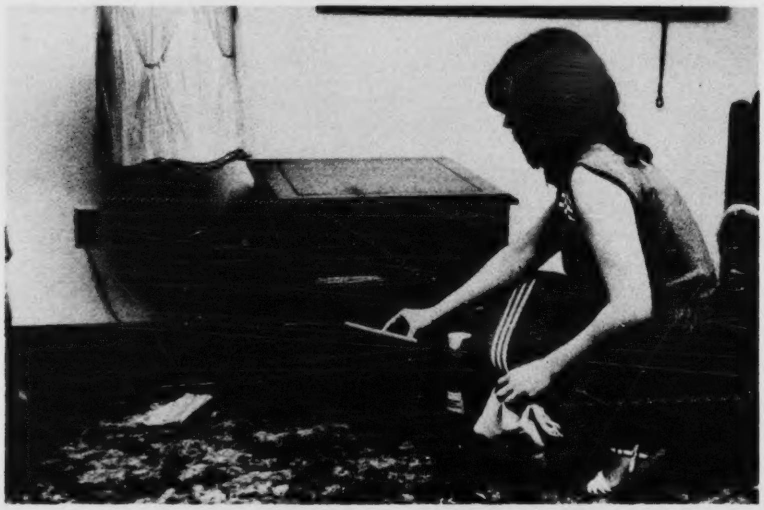


JOB SHEET #1

II. Procedure

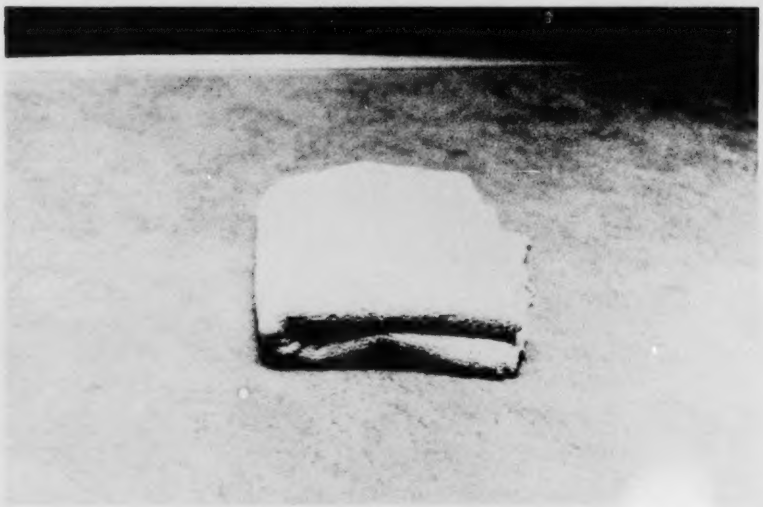
A. Remove loose items from the top surface of unit to be dusted (Figure 57)

FIGURE 57



B. Fold a dusting cloth into cleaning squares (Figure 58; Assignment Sheet #2)

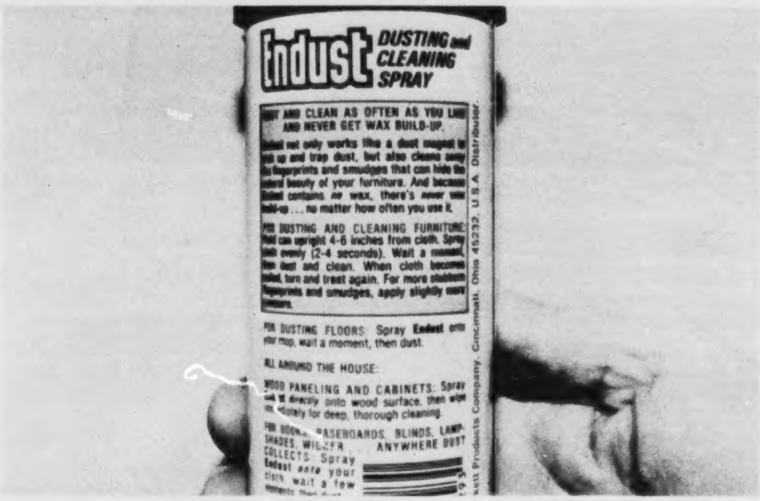
FIGURE 58



JOB SHEET #1

C. Read label information on dusting cloth treatment spray (Figure 59)

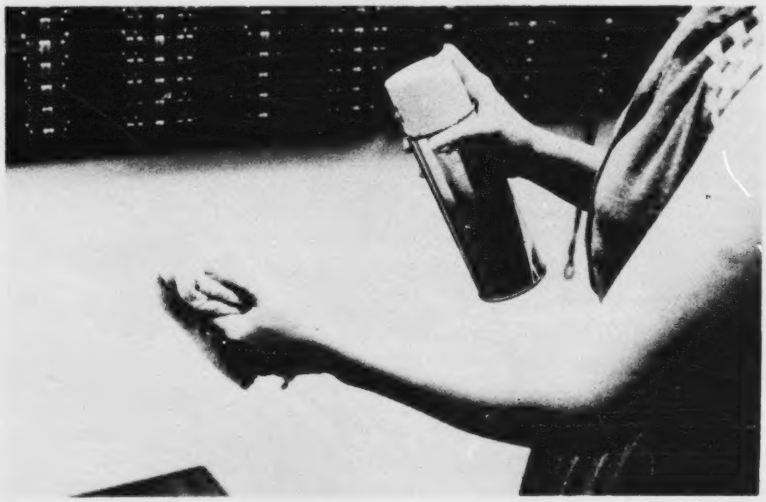
FIGURE 59


Endust
DUSTING and CLEANING SPRAY

D. Spray a small amount of treatment spray on cloth (Figure 60)

(NOTE: Cloth may be treated with furniture polish.)

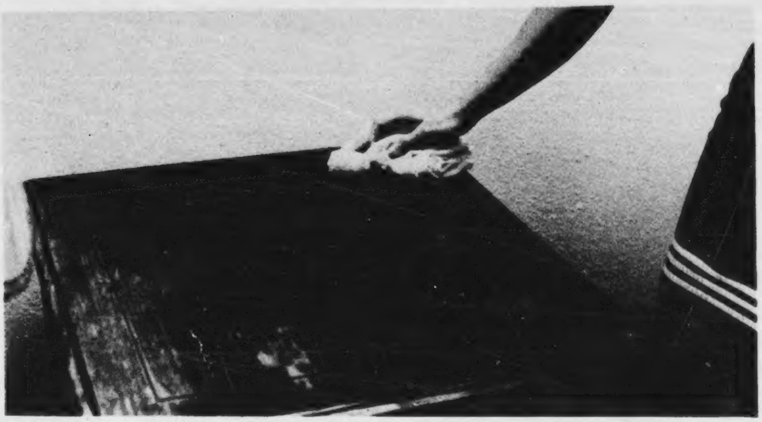
FIGURE 60



JOB SHEET #1

E. Place cleaning cloth at back edge of top surface (Figure 61)

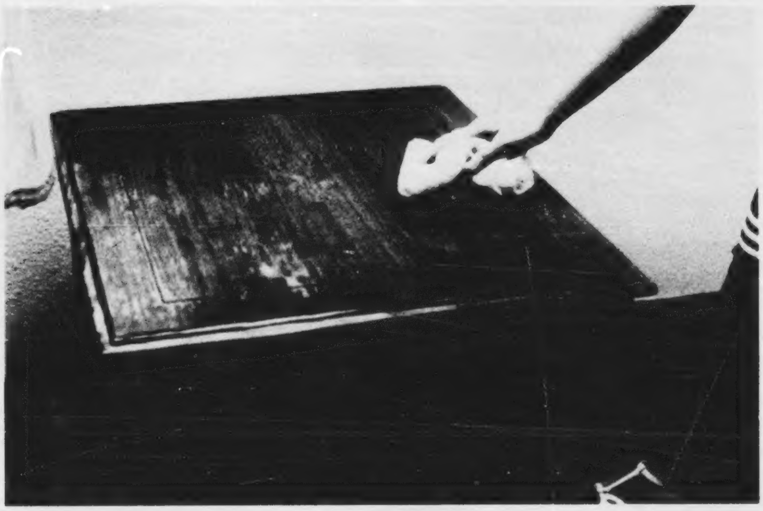
FIGURE 61



F. Wipe surface using long, straight, overlapping strokes and working toward the front edge (Figure 62)

(NOTE: As cleaning cloth becomes soiled, refold cloth, exposing new cleaning surface.)

FIGURE 62

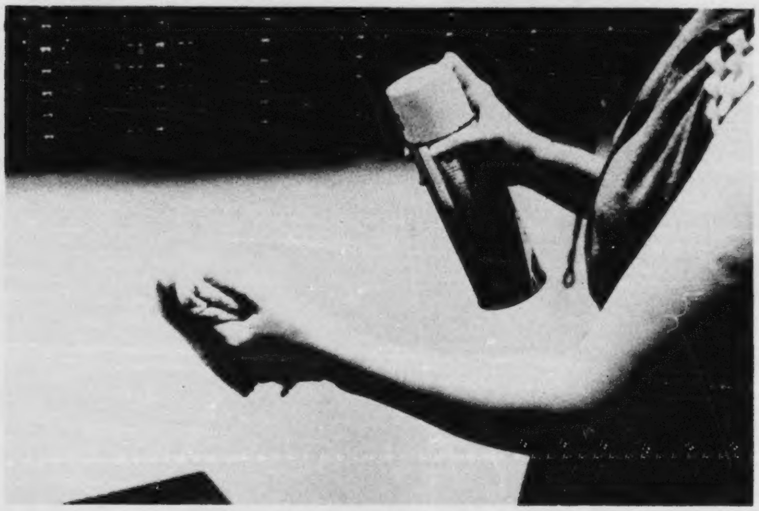


JOB SHEET #1

G. Retreat cloth as needed for effective dusting (Figure 63)

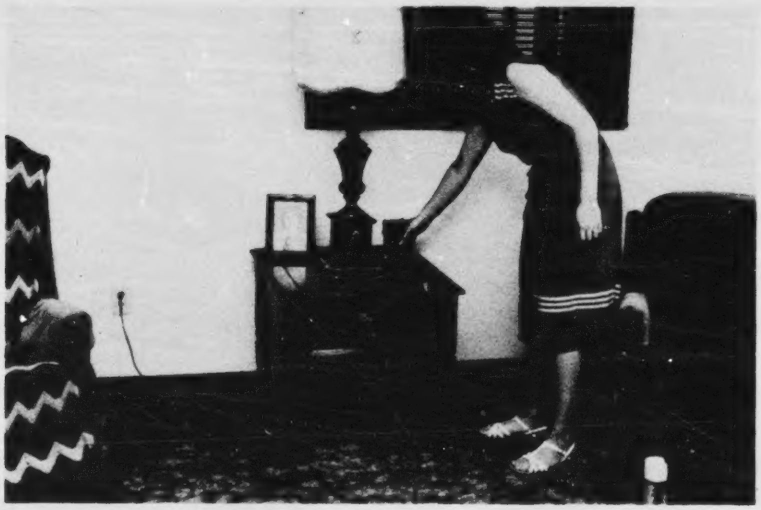
(NOTE: Cloth should pick up and hold dust.)

FIGURE 63



H. Return loose items to top surface of item (Figure 64)

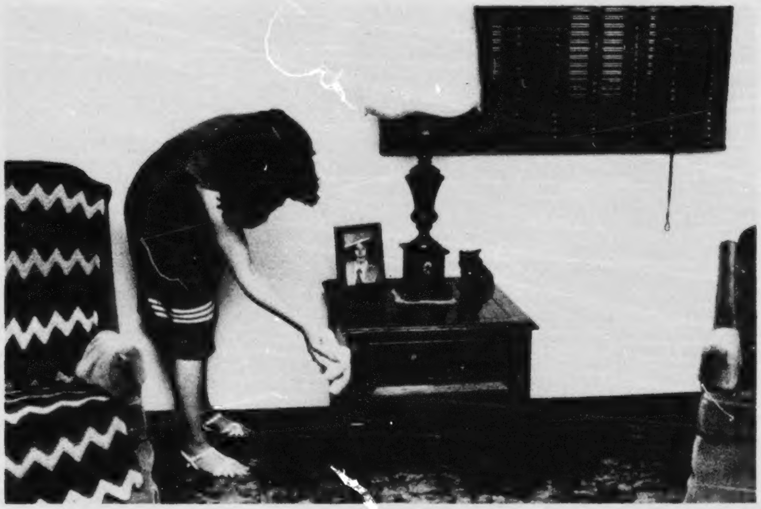
FIGURE 64



JOB SHEET #1

I. Continue dusting horizontal surfaces until all are dusted (Figure 65)

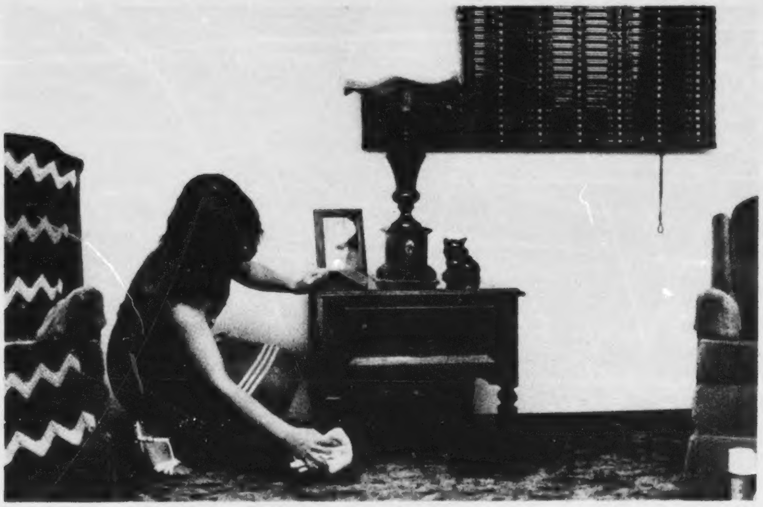
FIGURE 65



J. Starting at top and working toward base, wipe all vertical surfaces (Figure 66)

(NOTE: Round items are also cleaned from top to bottom.)

FIGURE 66



JOB SHEET #1

K. Dispose of soiled dusting cloths, or wash and hang to dry (Figures 67 and 68)

(NOTE: Dirty cleaning cloths are usually left on washing machine or other designated open area.)

(CAUTION: TREATED CLOTHS MAY BE A FIRE HAZARD.)

FIGURE 67

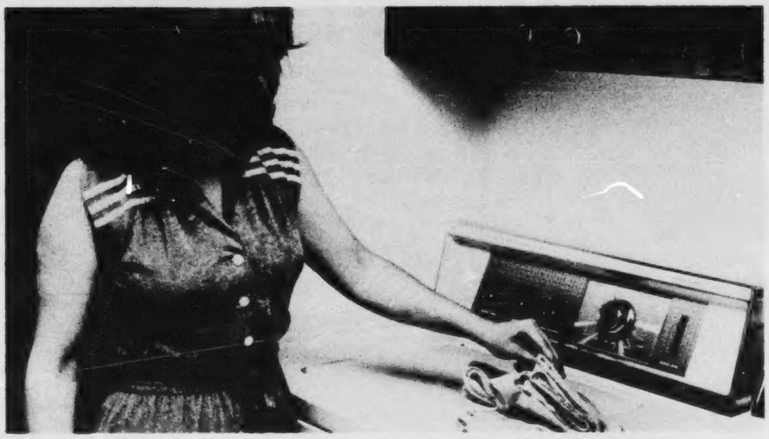
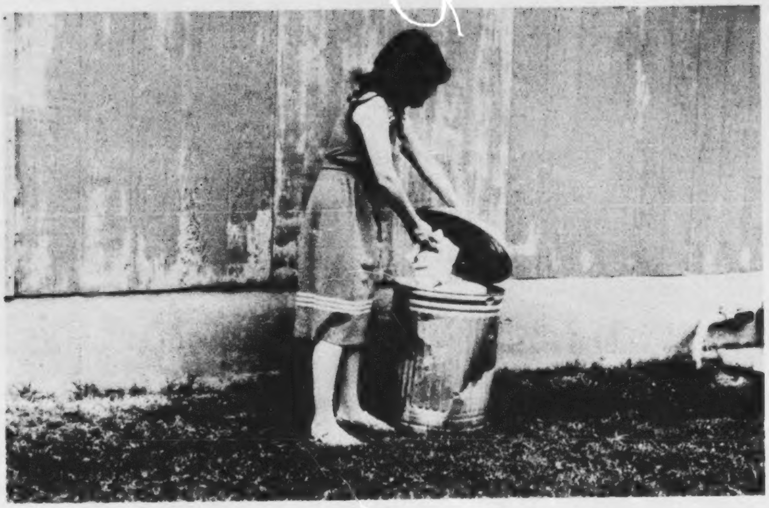


FIGURE 68



GENERAL CLEANING
UNIT I

JOB SHEET #2--CLEAN AND POLISH WOOD FURNITURE WITH FURNITURE POLISH (WAX)

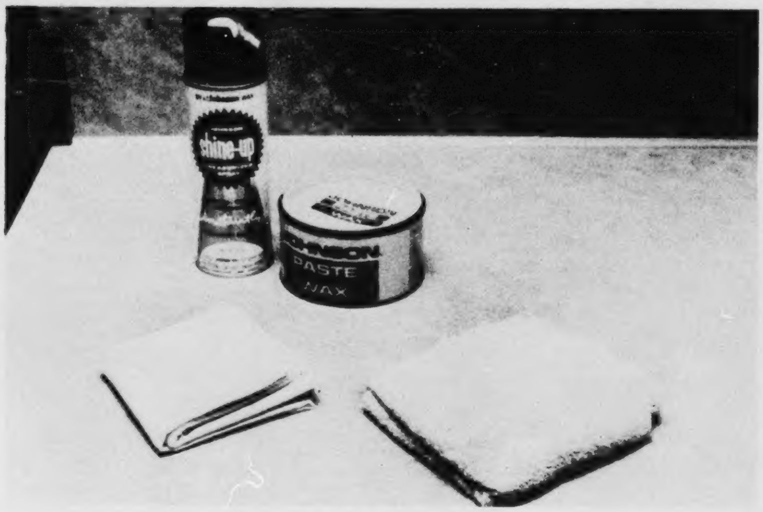
I. Equipment and supplies (Figure 69)

   A. Furniture polish or wax

   B. Dusting cloth

   C. Clean, soft polishing cloths

FIGURE 69

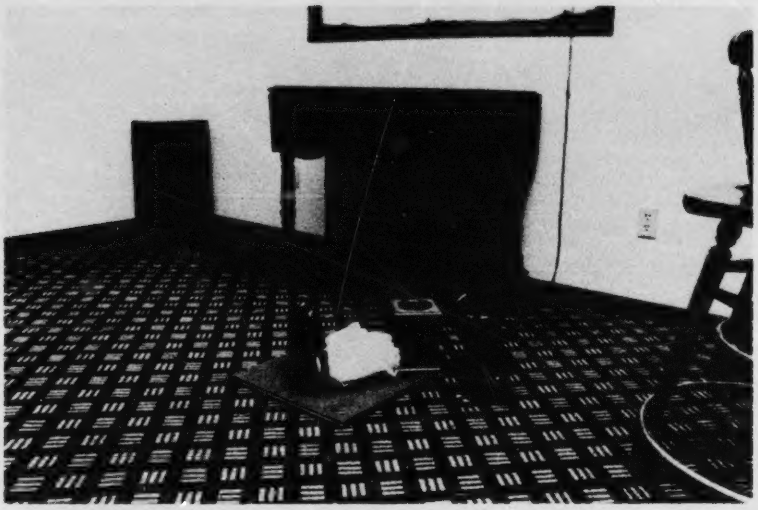

shine-up
JOHNSON
PASTE
WAX

JOB SHEET #2

II. Procedure for polishing or waxing

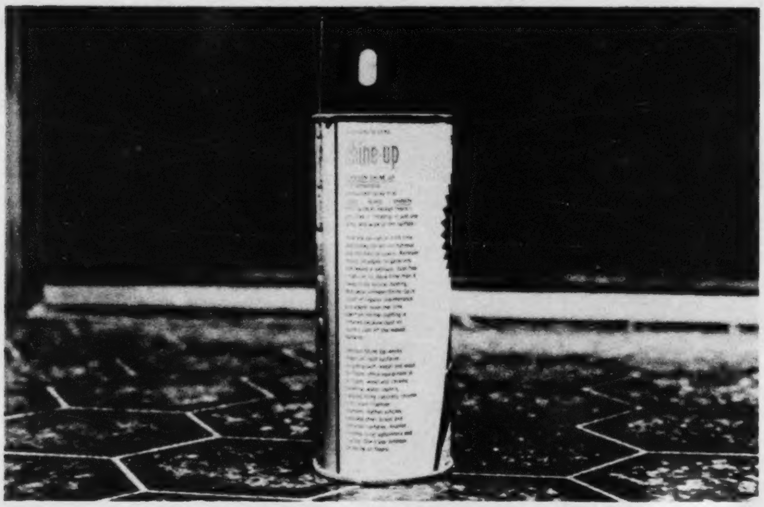
A. Remove loose objects from furniture (Figure 70)

FIGURE 70



B. Read label information on polish or wax container (Figure 71)

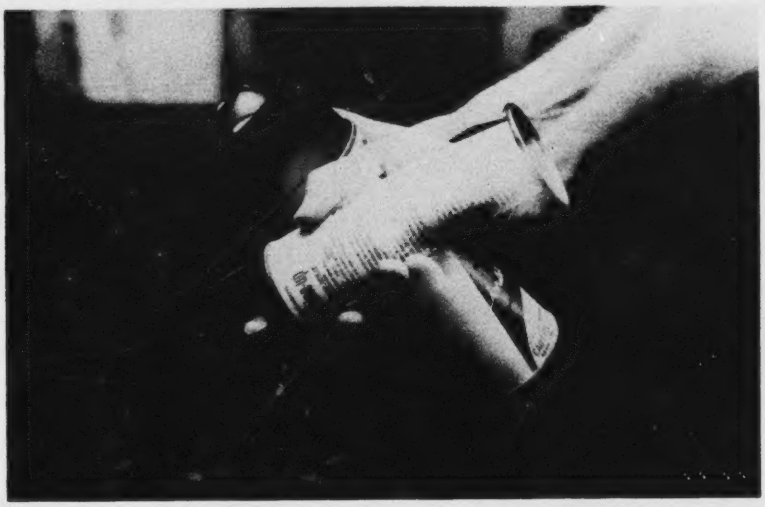
FIGURE 71



JOB SHEET #2

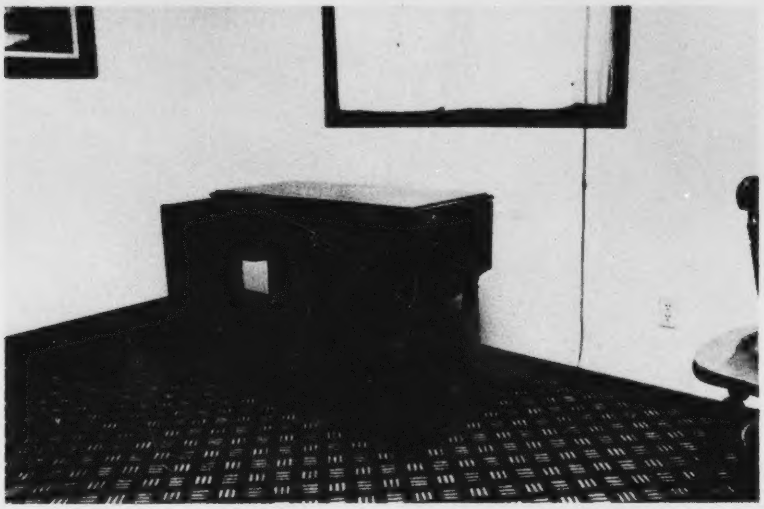
C. Shake container gently if necessary (Figure 72)

FIGURE 72



D. Move furniture as needed to provide access to all surfaces (Figure 73)

FIGURE 73

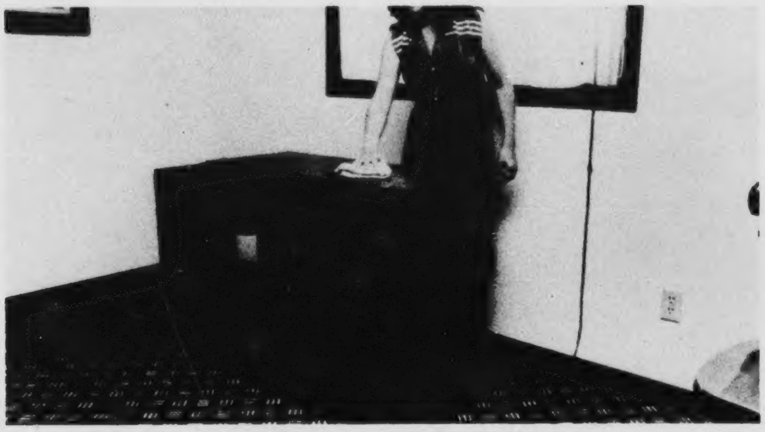


JOB SHEET #2

E. Dust furniture (Figure 74; Job Sheet #1)

(NOTE: Do not use dry cloth for dusting.)

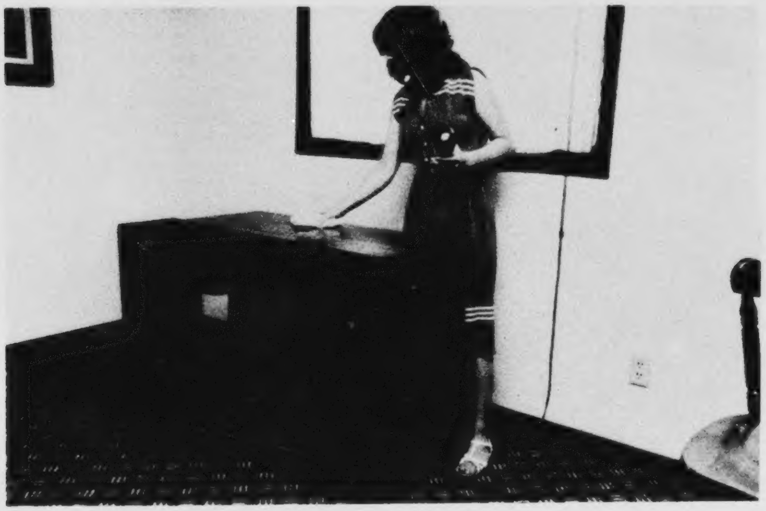
FIGURE 74



F. Clean furniture, if necessary, to remove smudges and wax build-up (Figure 75)

(NOTE: Follow cleaning procedure outlined in Part III, "Procedure for Cleaning with Polish.")

FIGURE 75



JOB SHEET #2

G. Spray polish on soft, folded cloth or pour small amount of liquid on cloth (Figures 76 and 77)

FIGURE 76

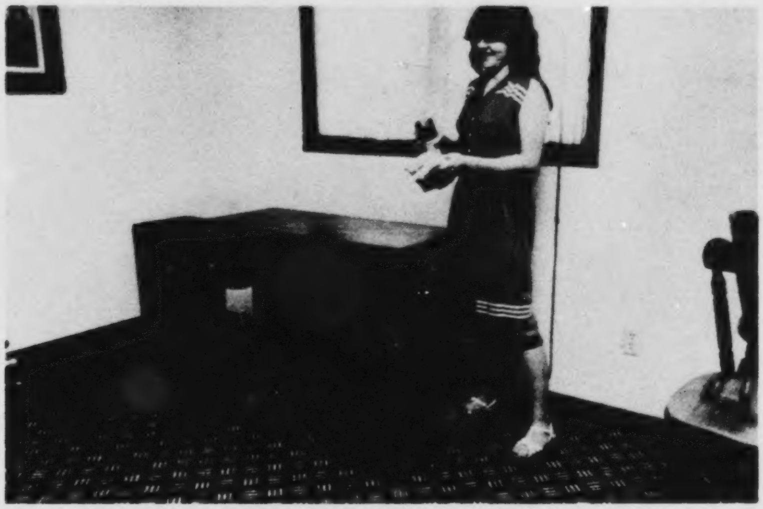
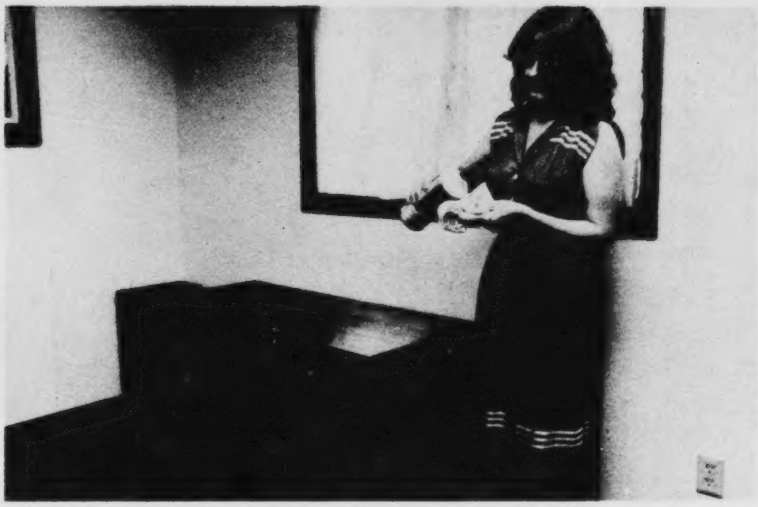


FIGURE 77

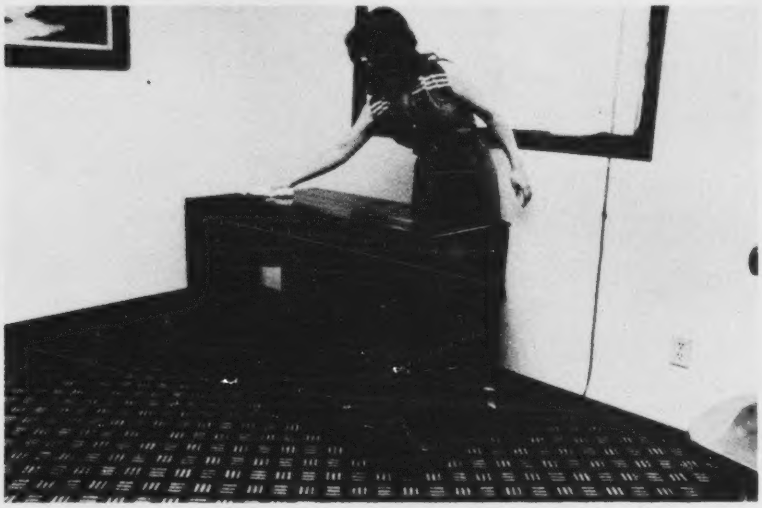


JOB SHEET #2

H. Wipe furniture in direction of wood grain using moistened cloth (Figure 78)

(NOTE: Wax furniture in sections, applying a thin coat.)

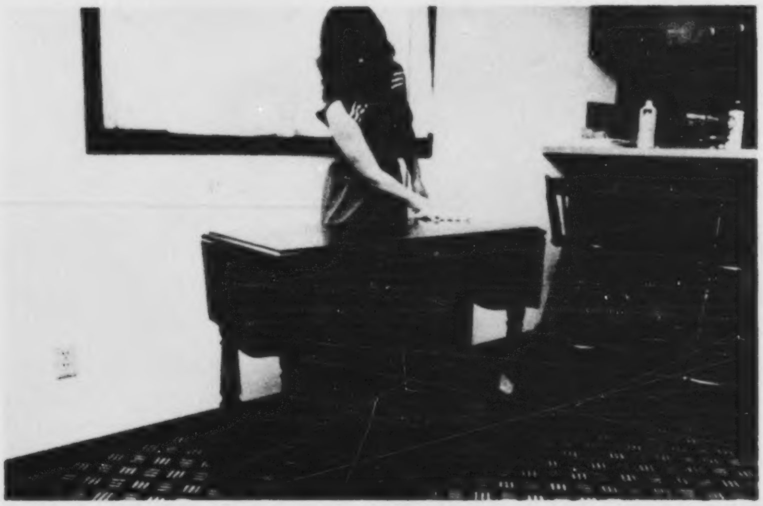
FIGURE 78



I. Wipe surface immediately with soft, dry cloth, buffing to a shine (Figure 79)

(NOTE: Do not let polish or wax dry before buffing.)

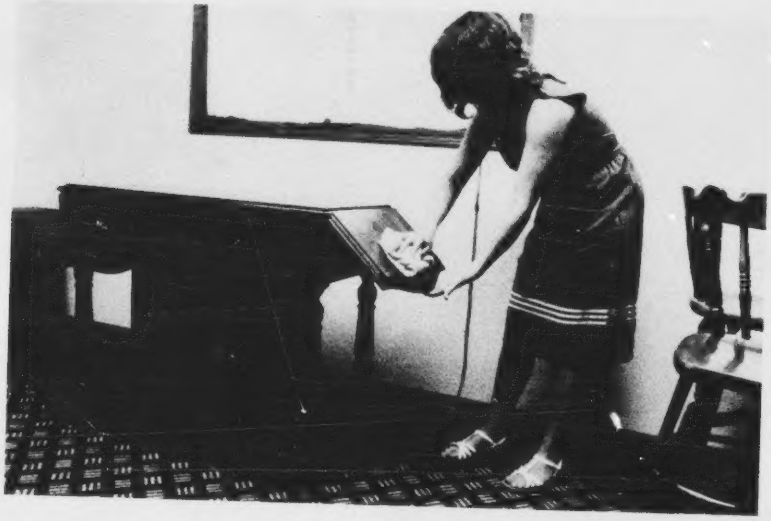
FIGURE 79



JOB SHEET #2

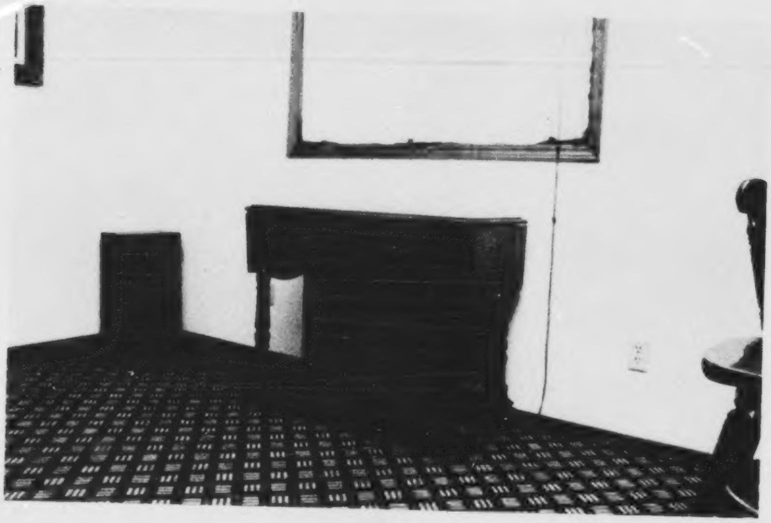
J. Repeating above steps, continue polishing until job is completed (Figure 80)

FIGURE 80



K. Return furniture to proper location (Figure 81)

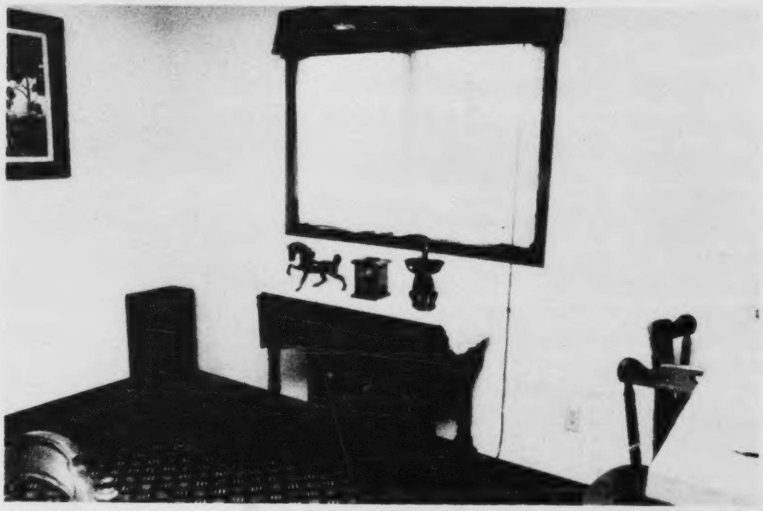
FIGURE 81



JOB SHEET #2

L. Return loose objects to original location (Figure 82)

FIGURE 82



JOB SHEET #2

M. Discard or wash cloths and hang to dry (Figures 83 and 84)

(CAUTION: USED POLISHING CLOTHS ARE A FIRE HAZARD AND SHOULD BE STORED IN A WELL-VENTILATED AREA SUCH AS THE TOP OF THE WASHING MACHINE.)

FIGURE 83

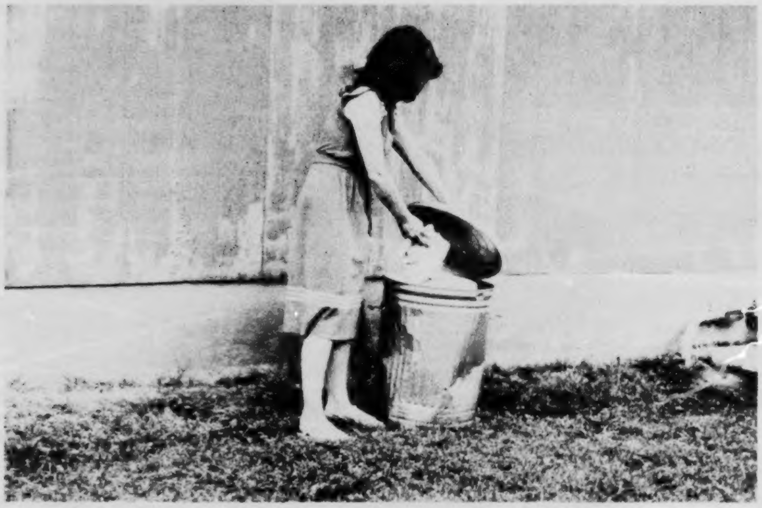
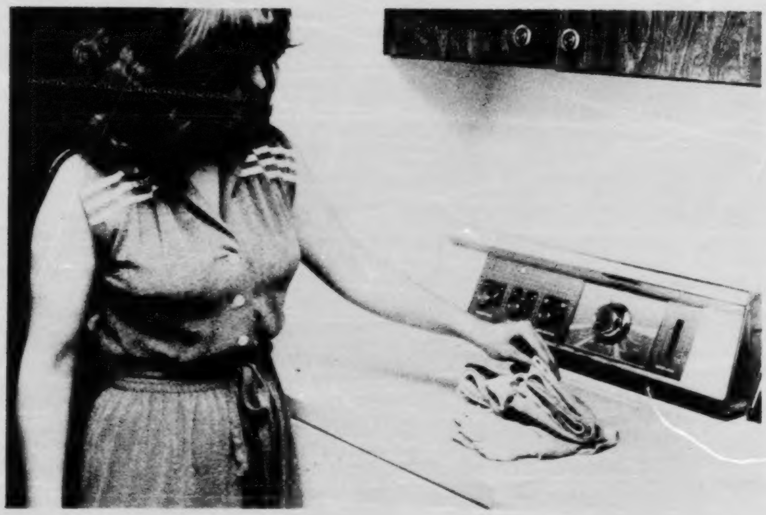


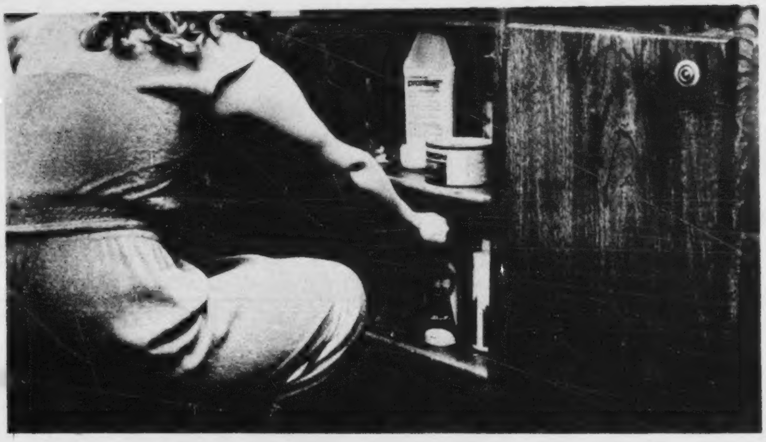
FIGURE 84



JOB SHEET #2

N. Return polish to proper storage area (Figure 85)

FIGURE 85



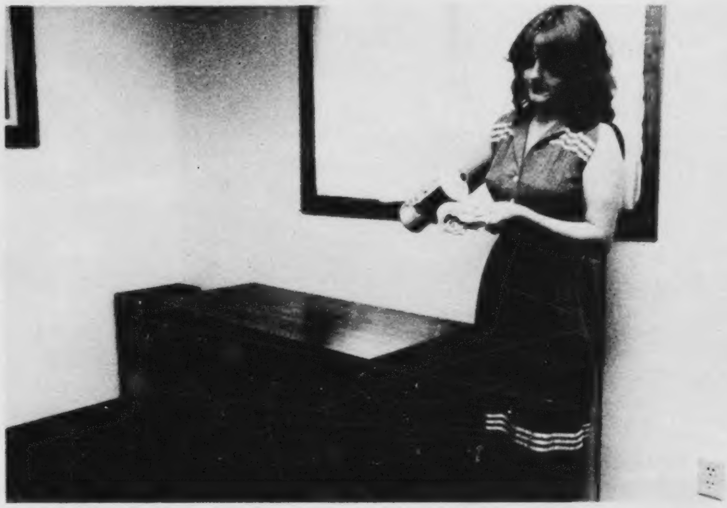
III. Procedure for cleaning with polish

A. Follow same preparation steps used in Part II, "Procedure for Polishing or Waxing"

B. Apply polish to cloth until cloth is wet (Figure 86)

(NOTE: If using an aerosol, spray on cloth; if using a liquid, pour small amount on cloth.)

FIGURE 86

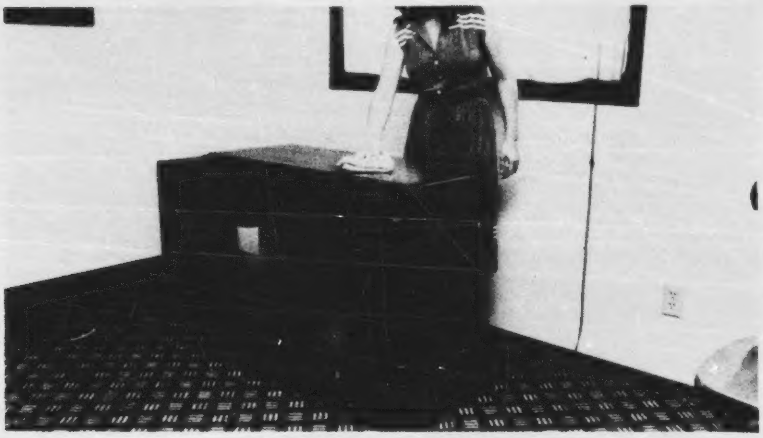


JOB SHEET #2

C. Starting with top surface, apply polish to small area, rubbing in a circular motion (Figure 87)

(NOTE: Surface should be wet with polish.)

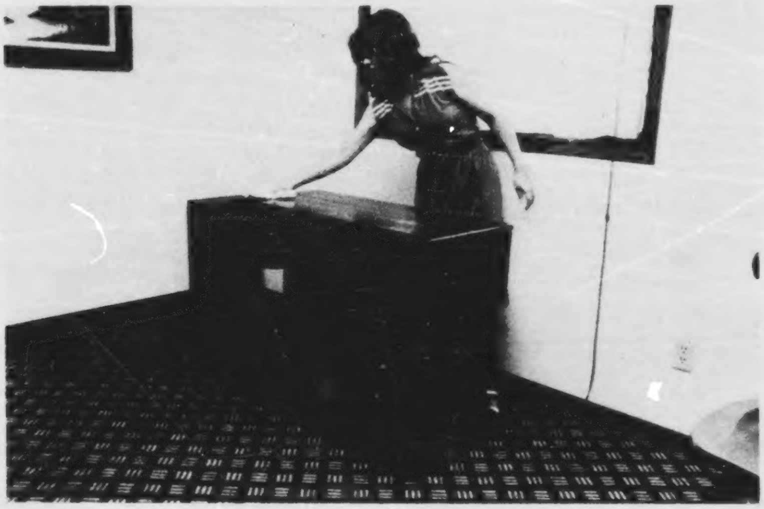
FIGURE 87



D. Change from circular motion to straight-line motion, rubbing with grain of wood and using same cloth (Figure 88)

(NOTE: Do not let surface dry.)

FIGURE 88

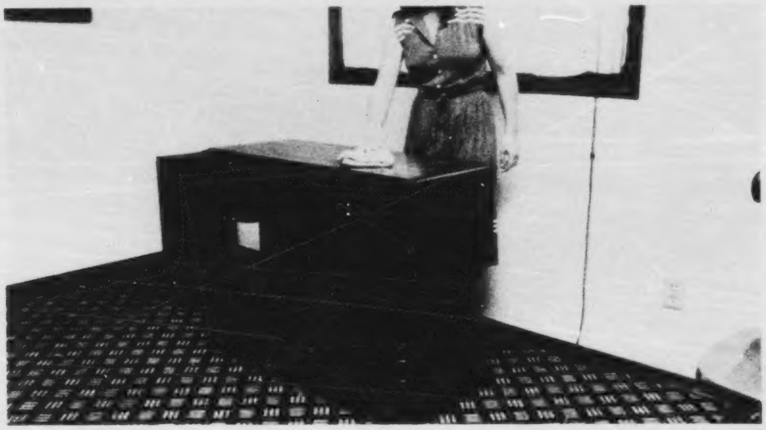


JOB SHEET #2

E. Remove excess polish with a second, folded, dry cloth, rubbing in direction of wood grain (Figure 89)

(NOTE: This wiping action will remove old wax buildup and soil.)

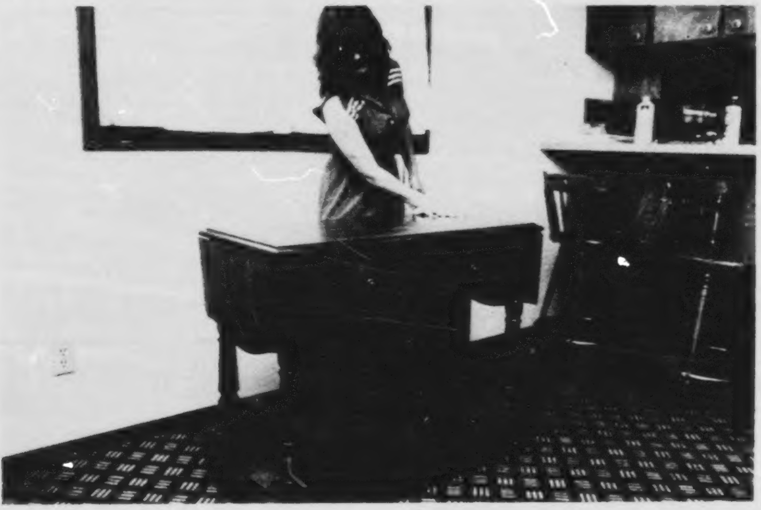
FIGURE 89



F. Rub surface in direction of wood grain with dry polishing cloth until surface is dry (Figure 90)

(NOTE: Change cloth if it becomes wet with polish.)

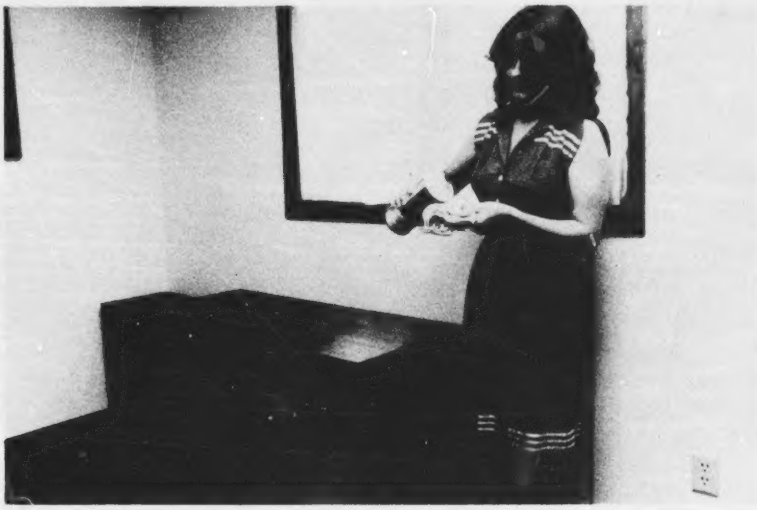
FIGURE 90



JOB SHEET #2

G. Apply polish to next small section, and repeat rubbing and wiping procedure (Figure 91)

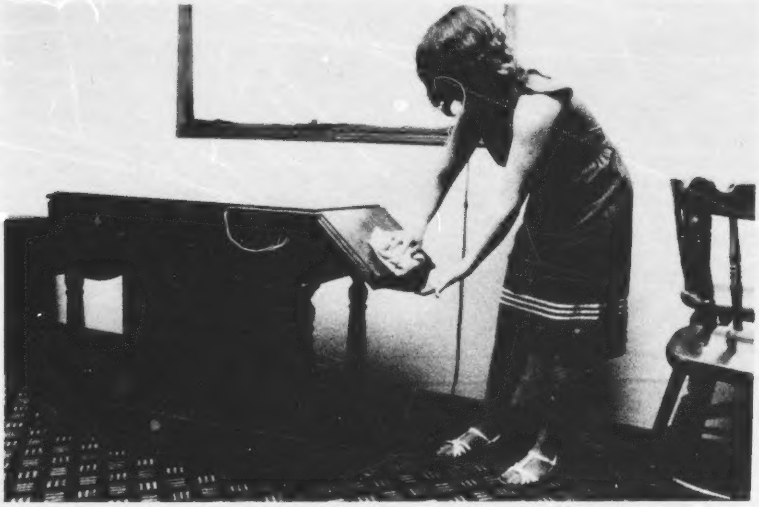
FIGURE 91



H. Continue cleaning furniture in small sections until completely cleaned (Figure 92)

(NOTE: Overlap sections to prevent streaking.)

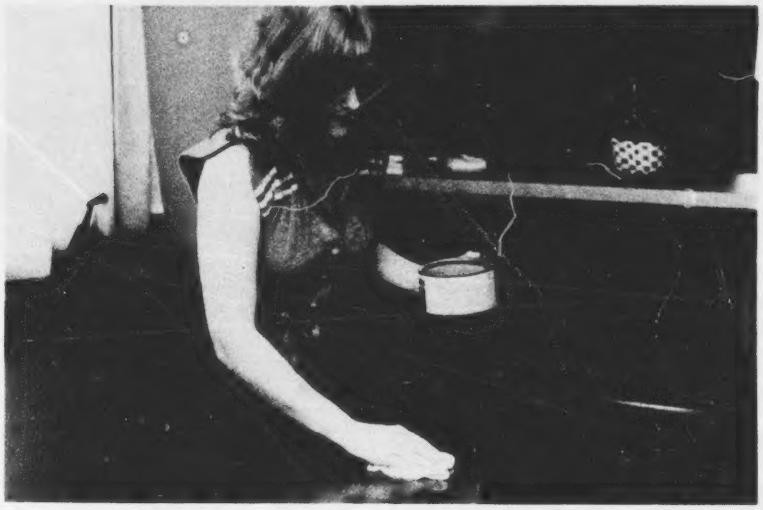
FIGURE 92



JOB SHEET #2

I. Apply thin coat of wax, if desired, and buff to a shine following procedure for polishing or waxing (Figure 93)

FIGURE 93



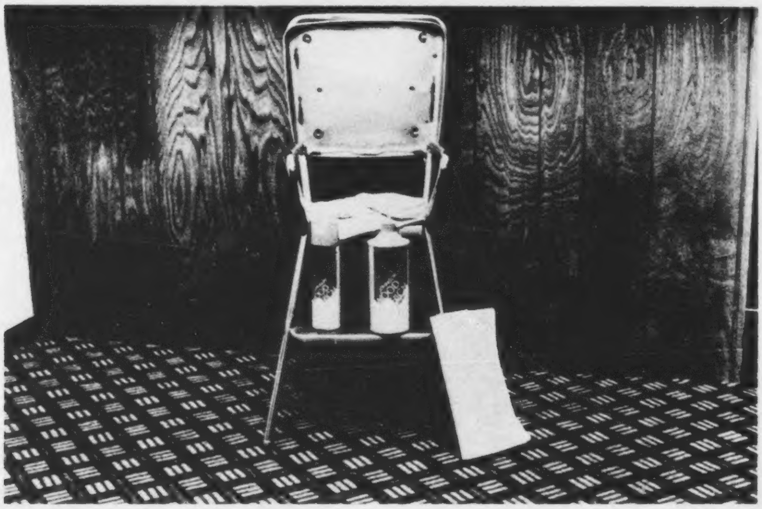
GENERAL CLEANING
UNIT I

JOB SHEET #3--CLEAN AND TREAT WOOD PANELING

I. Equipment and supplies (Figure 94)

- A. Wood panel treatment oil
- B. Clean, soft cloth
- C. Stepladder
- D. Newspapers

FIGURE 94

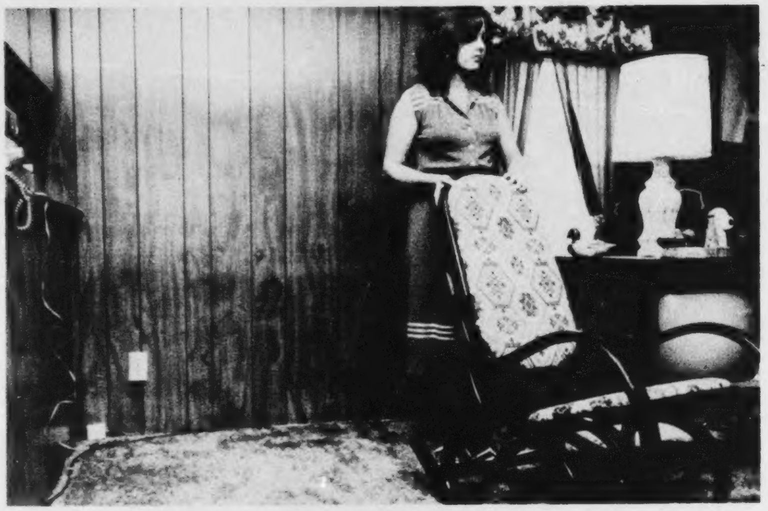


JOB SHEET #3

II. Procedure

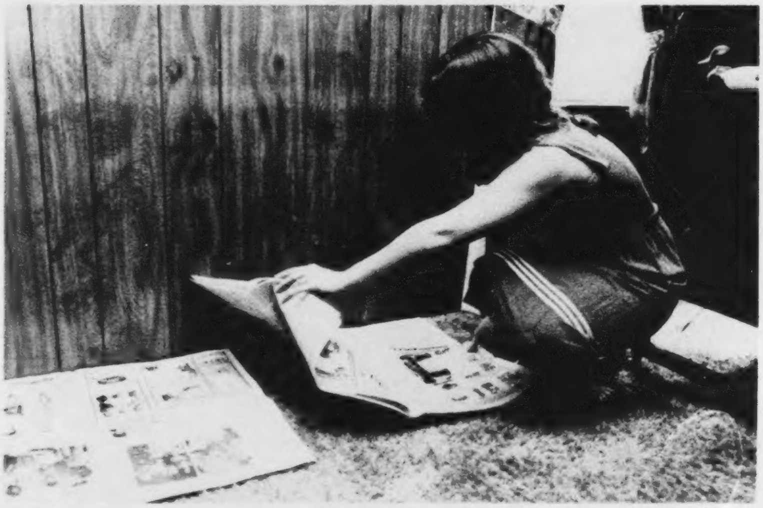
A. Move furniture away from wall (Figure 95)

FIGURE 95



B. Place newspapers along base of wall to protect carpet or flooring (Figure 96)

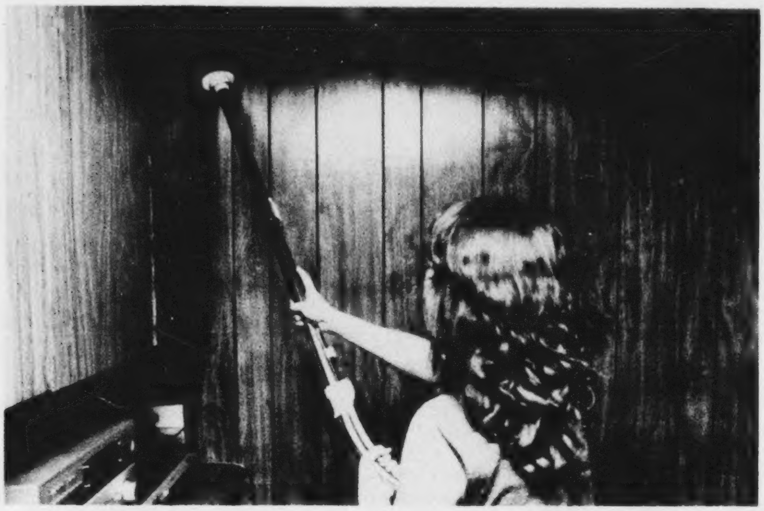
FIGURE 96



JOB SHEET #3

C. Dust or vacuum wall as needed (Figure 97)

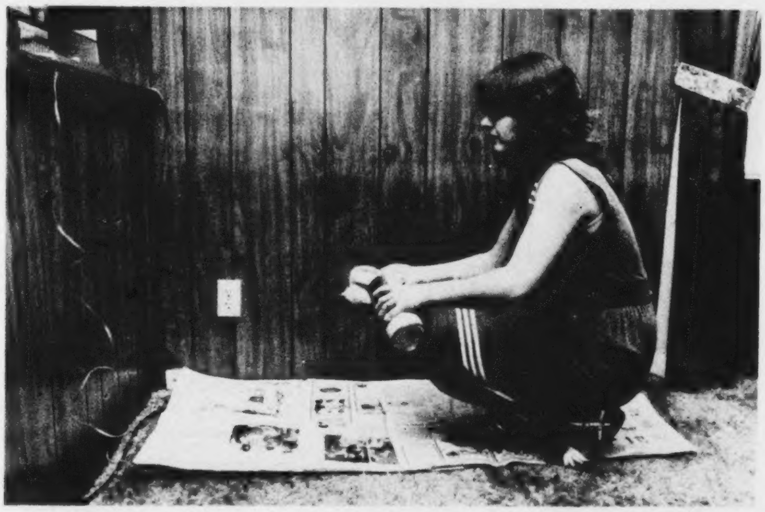
FIGURE 97



D. Pour liberal amount of oil on soft, folded cloth (Figure 98)

(NOTE: Hold cloth over newspapers to protect floor surface.)

FIGURE 98

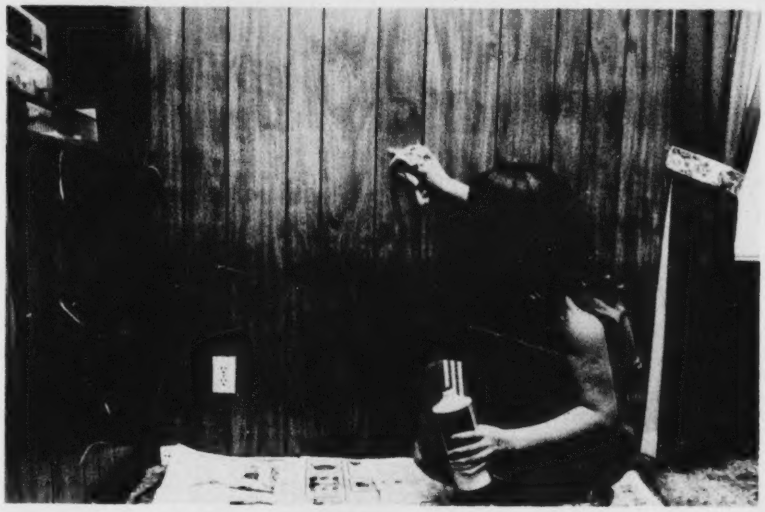


JOB SHEET #3

E. Apply oil to paneling, wiping in the direction of the grain (Figure 99)

(NOTE: Wood should be moist with oil and should have a glossy look.)

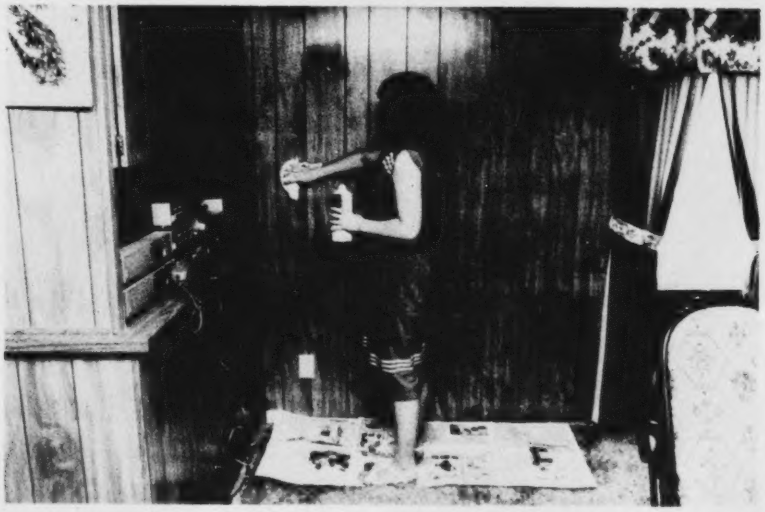
FIGURE 99



F. Continue wiping paneling, overlapping strokes until wall has been completely covered (Figure 100)

(NOTE: Wet cloth with oil as needed.)

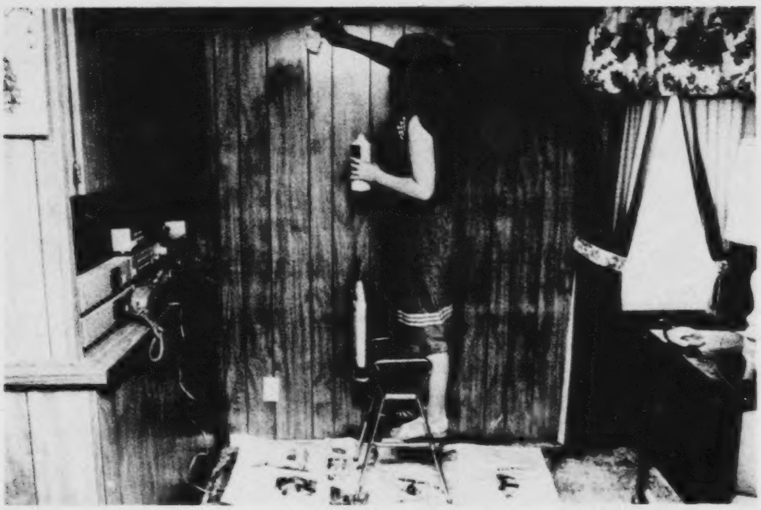
FIGURE 100



JOB SHEET #3

G. Use stepladder for high places (Figure 101)

FIGURE 101



H. Wait several minutes to allow oil to soak into wood (Figure 102)

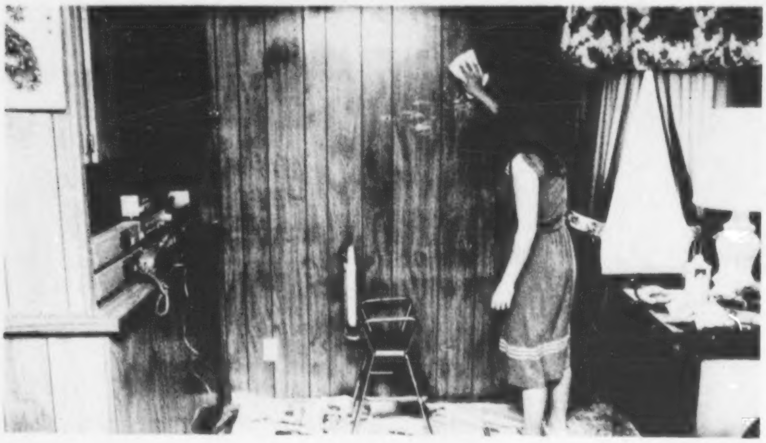
FIGURE 102

JOB SHEET #3

I. Wipe surface dry with clean, soft cloth, wiping gently in the direction of the wood grain (Figure 103)

(NOTE: Do not *rub* wood surface.)

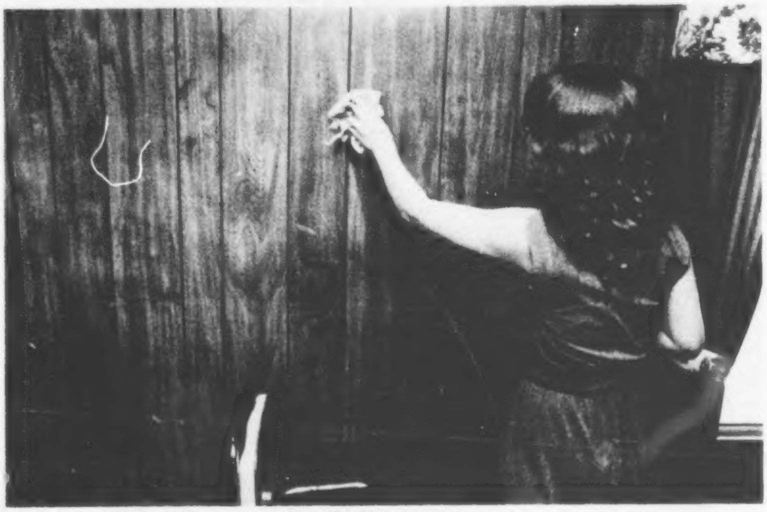
FIGURE 103



J. Reapply liberal amount of oil to blotches; let stand several hours before wiping (Figure 104)

(NOTE: Blotches are spots where the wood is very dry.)

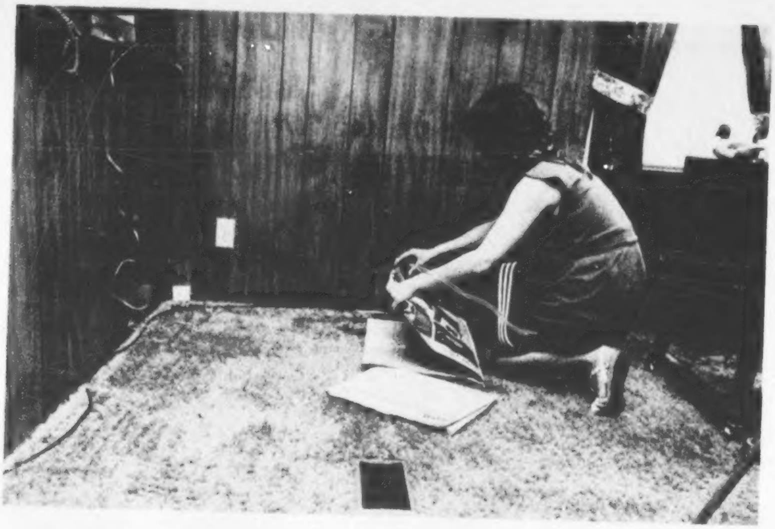
FIGURE 104



JOB SHEET #3

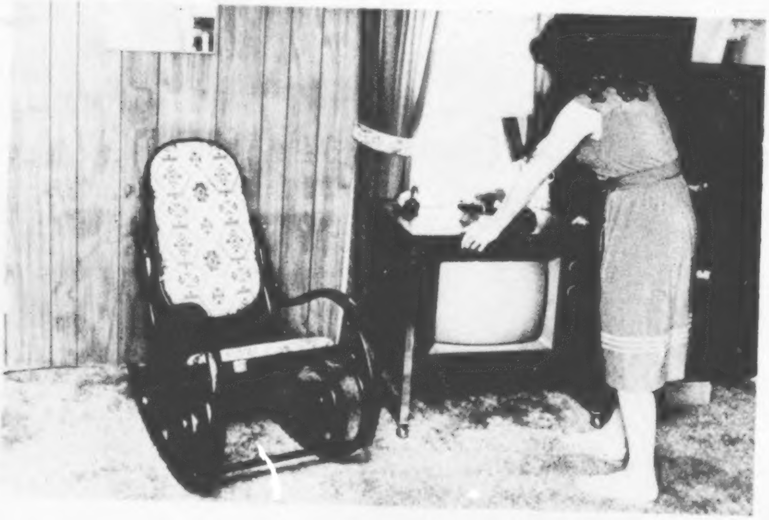
K. Remove newspapers and throw away (Figure 105)

FIGURE 105



L. Return furniture to proper location (Figure 106)

FIGURE 106

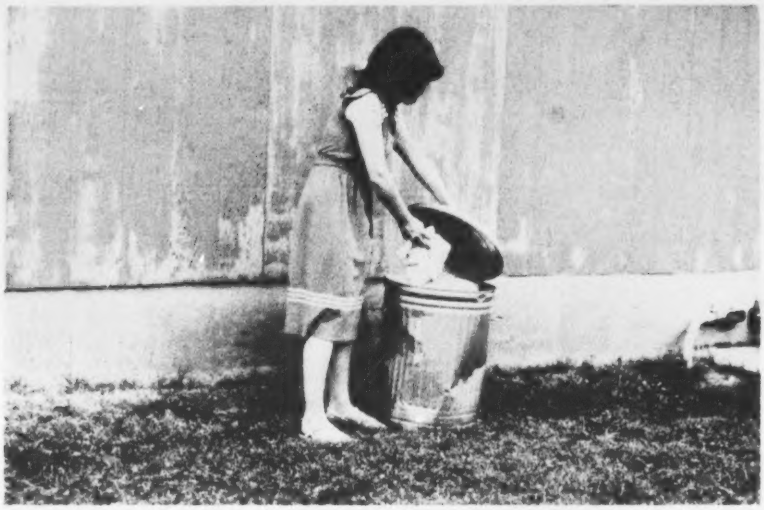


JOB SHEET #3

M. Discard or wash cloths and hang to dry (Figure 107)

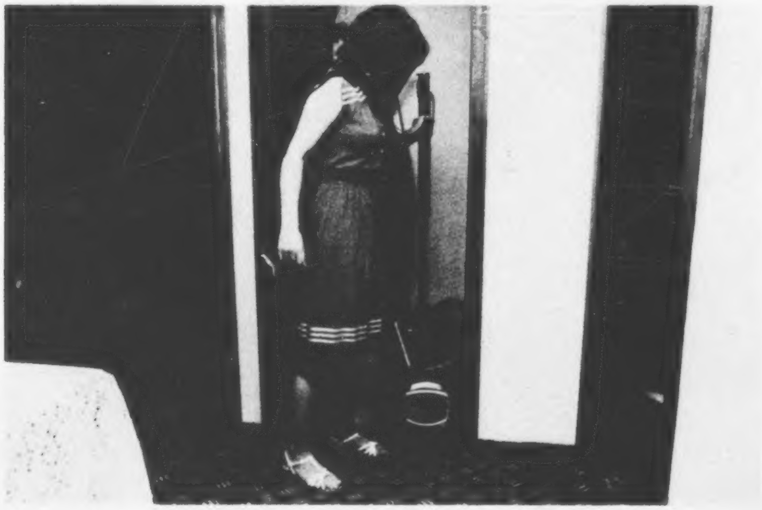
(CAUTION: OILY CLOTHS ARE A FIRE HAZARD.)

FIGURE 107



N. Clean and store equipment and supplies (Figure 108)

FIGURE 108



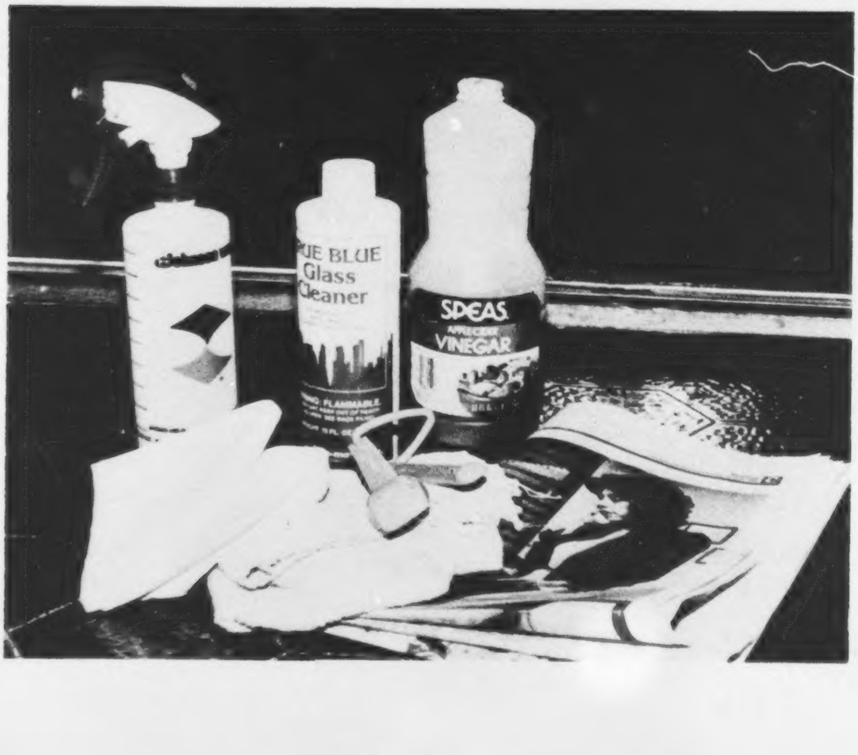
GENERAL CLEANING
UNIT I

JOB SHEET #4--CLEAN WINDOWS USING SPRAY METHOD

I. Equipment and supplies (Figure 109)

- A. Glass cleaner
- B. Spray bottle
- C. Clean cloths (lint-free linen or cotton)
- D. Cleaning cloth
- E. Household ammonia (optional)
- F. White vinegar (optional)
- G. Soft bristle brush (optional)
- H. Newspapers

FIGURE 109


UE BLUE
Glass
Cleaner
SPEAS
VINEGAR

JOB SHEET #4

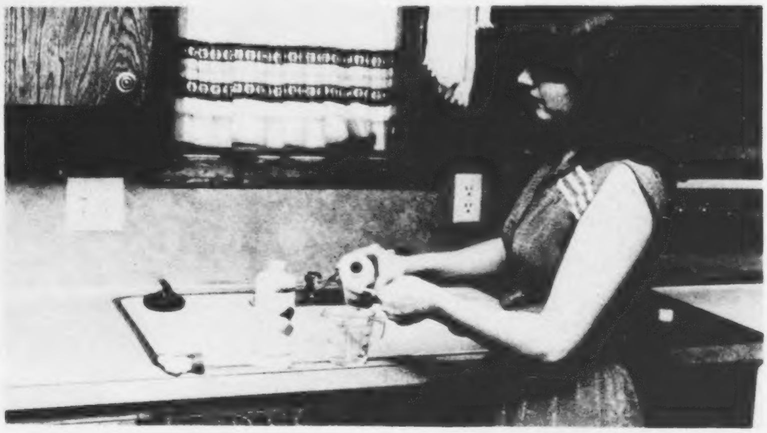
II. Procedure

A. Fill spray bottle with glass cleaner (Figure 110)

(NOTE: A solution of household ammonia and water, or white vinegar and water, may be used.)

EXAMPLES: 4 tablespoons white vinegar to 1 quart water
1 tablespoon household ammonia to 1 quart water

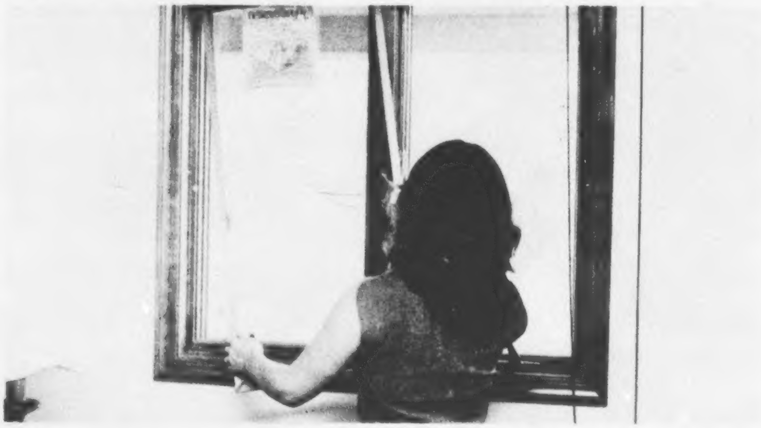
FIGURE 110



B. Remove window coverings as needed (Figure 111)

(NOTE: Remove drapes, curtains, shades, screens, or any item that blocks window glass.)

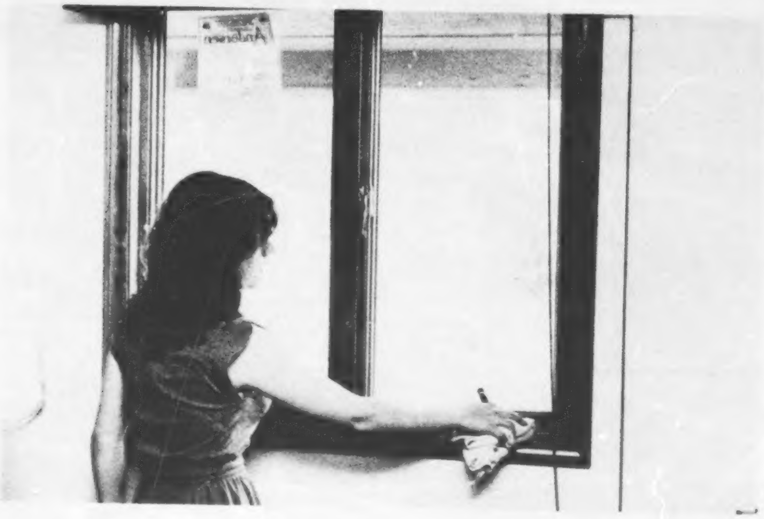
FIGURE 111



JOB SHEET #4

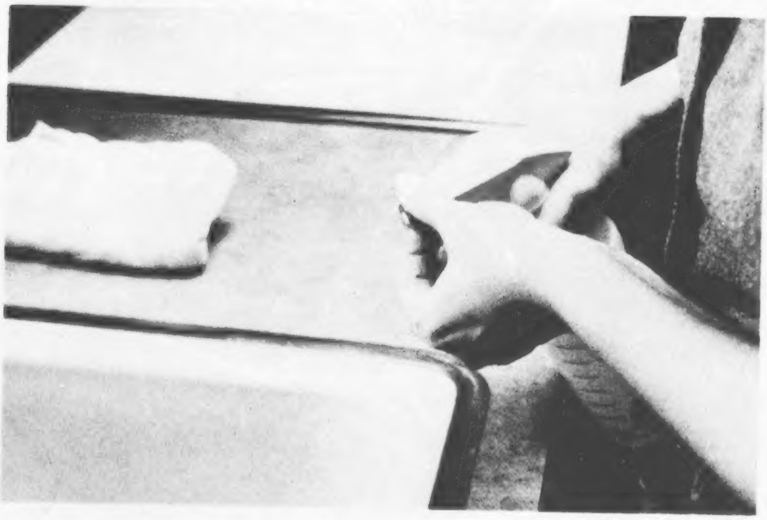
C. Dry dust window frame and sill with dry cleaning cloth or brush (Figure 112)

FIGURE 112



D. Adjust sprayer nozzles to a fine mist (Figure 113)

FIGURE 113

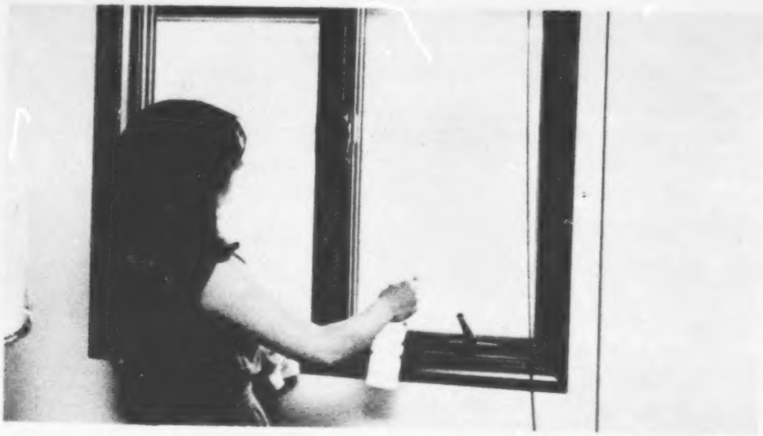


JOB SHEET #4

E. Spray window sparingly with cleaning solution (Figure 114)

(NOTE: If window is large, clean it in sections beginning at the top.)

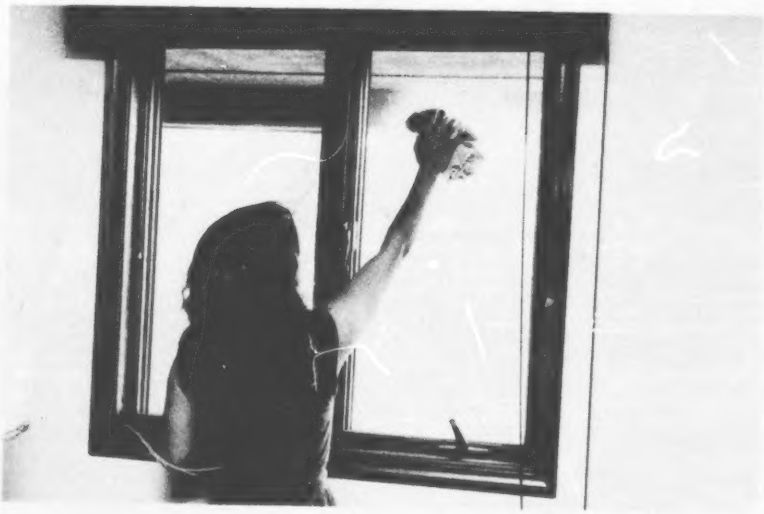
FIGURE 114



F. Wipe glass with clean, lint-free cloth, spreading cleaner solution over entire surface (Figure 115)

(NOTE: Wipe with side-to-side and up-and-down strokes, overlapping each stroke.)

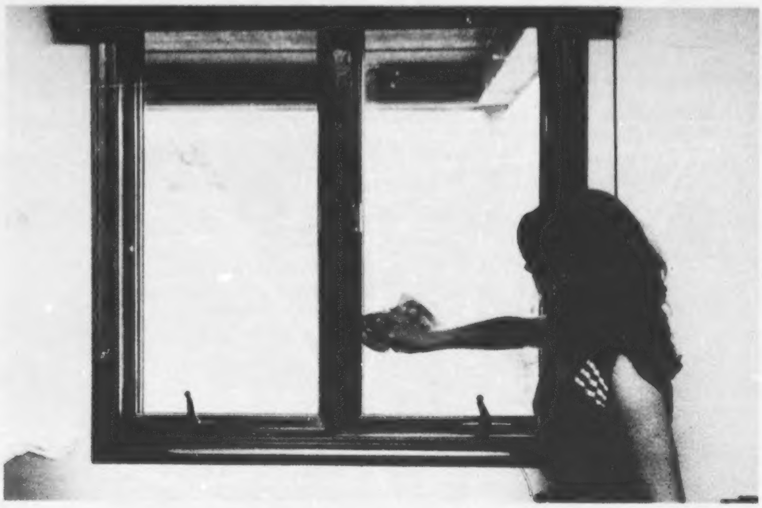
FIGURE 115



JOB SHEET #4

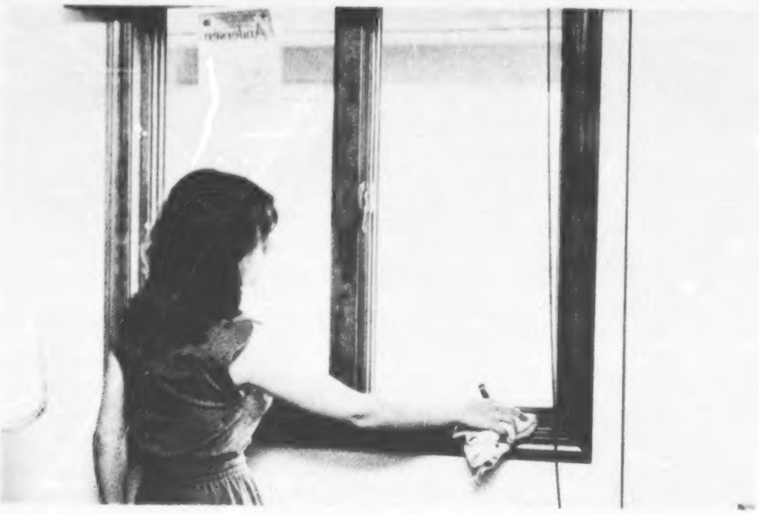
G. Wipe edges and corners of glass with lint-free cloth (Figure 116)

FIGURE 116



H. Wipe off window sill with same cloth (Figure 117)

FIGURE 117

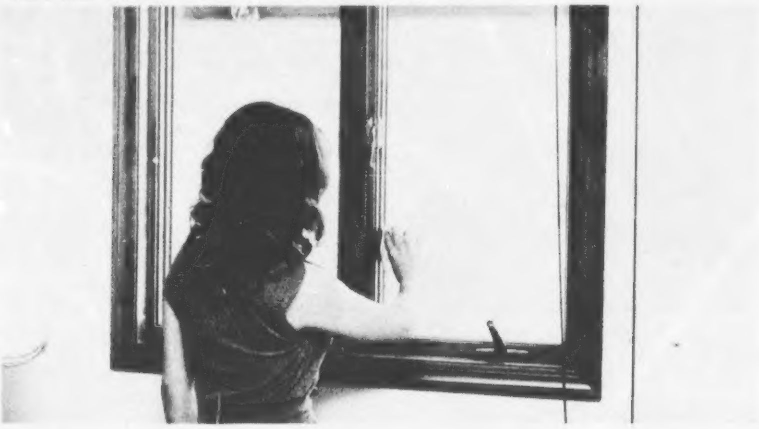


JOB SHEET #4

I. Dry and polish edges and corners with another lint-free cloth or with paper toweling (Figure 118)

(NOTE: Start at one edge, and wipe all edges and corners, making a complete circle.)

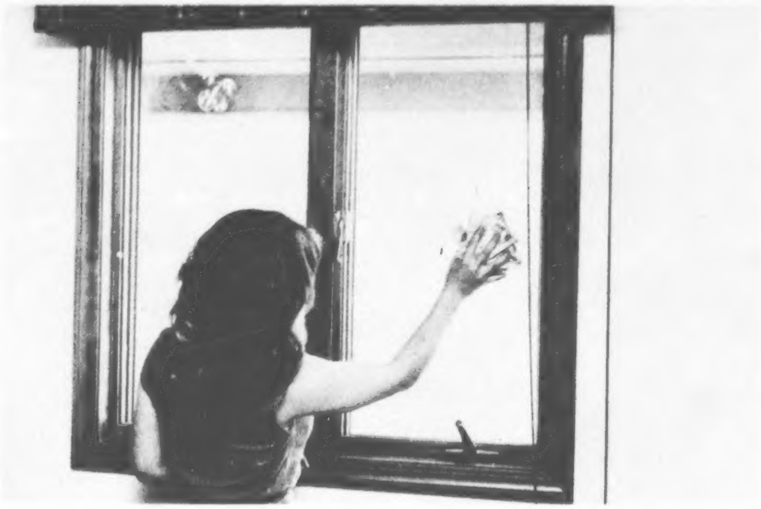
FIGURE 118



J. Dry and polish remainder of glass with same cloth or paper toweling, using side-to-side and up-and-down strokes and overlapping strokes (Figure 119)

(NOTE: Because of their ink, crumpled newspapers make excellent polishers.)

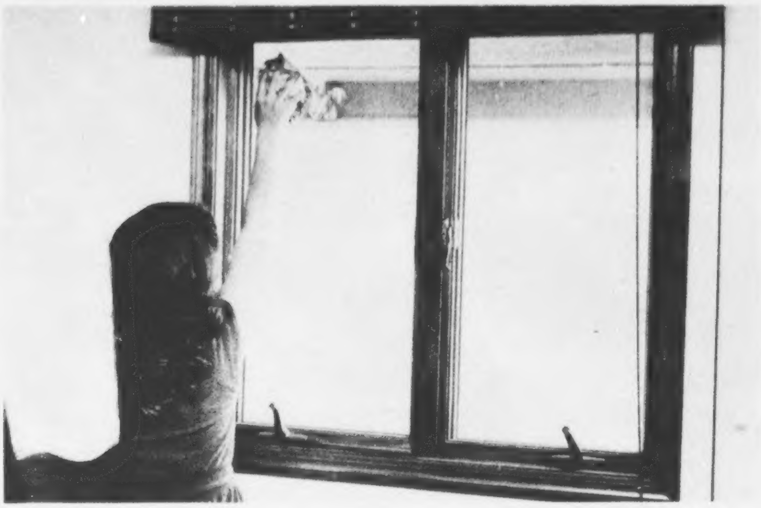
FIGURE 119



JOB SHEET #4

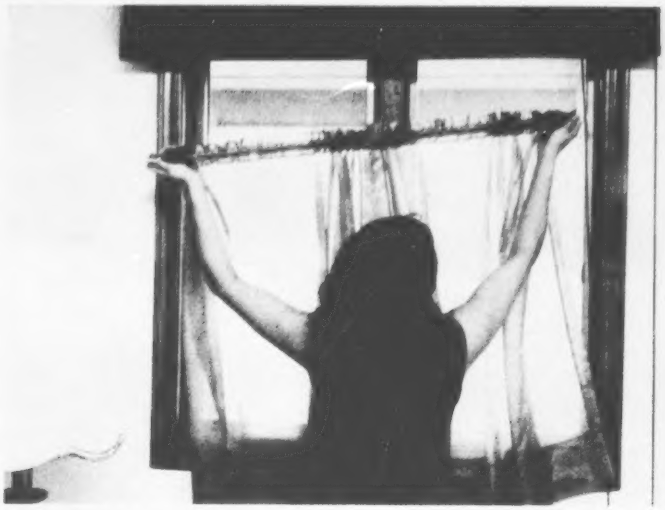
K. Look for streaks and smudges; remove by polishing with same lint-free cloth or paper toweling (Figure 120)

FIGURE 120



L. Replace window coverings (Figure 121)

FIGURE 121

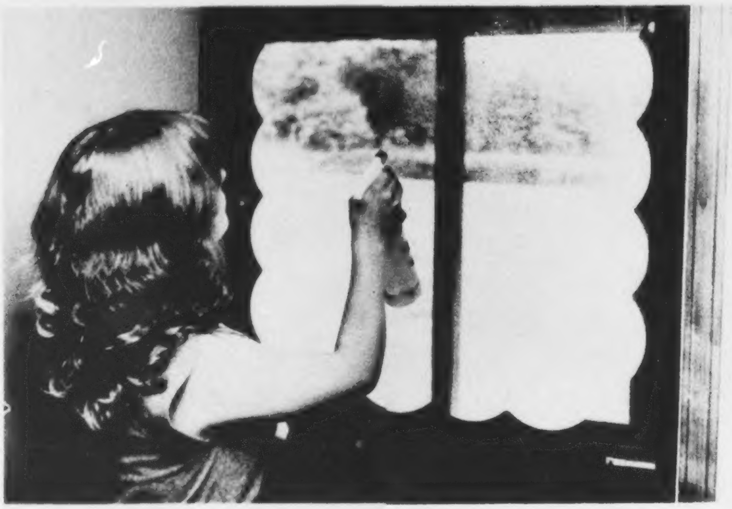


JOB SHEET #4

M. Move to next window and repeat cleaning process (Figure 122)

(NOTE: As wiping cloth becomes soiled, replace with drying and polishing cloth, and then replace drying and polishing cloth with a fresh, clean one.)

FIGURE 122



GENERAL CLEANING
UNIT I

JOB SHEET #5--CLEAN WINDOWS WITH SQUEEGEE

I. Equipment and supplies (Figure 123)

  A. Window squeegee (size optional)

  B. Sponge

  C. Clean cloths (lint-free linen or cotton)

  D. Cleaning cloth (optional)

  E. Pail or large pan

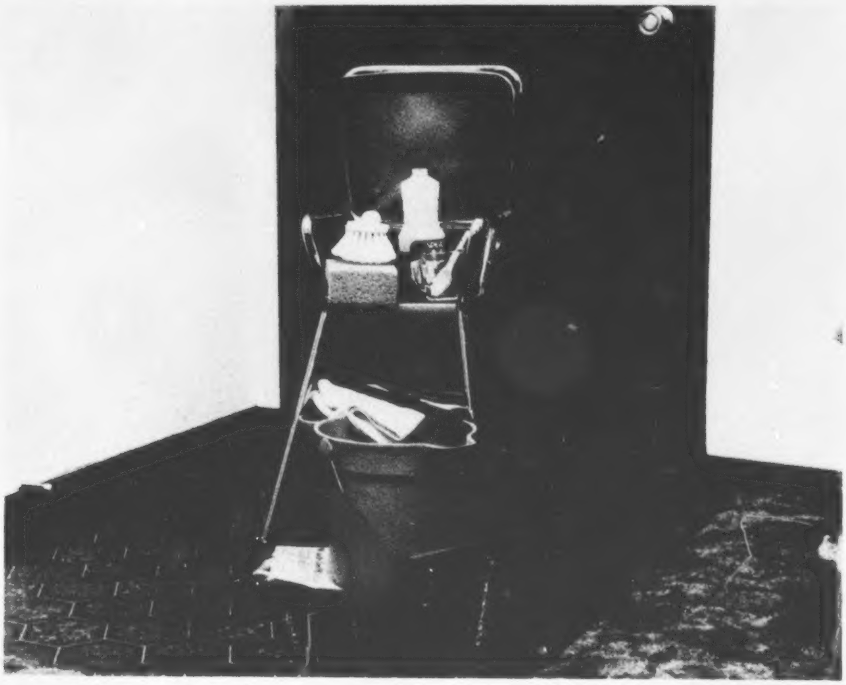
  F. Household ammonia (optional), 2 ounces per gallon water

  G. White vinegar (optional), 1/2 cup per gallon water

  H. Stepladder

  I. Hand brush (optional)

FIGURE 123



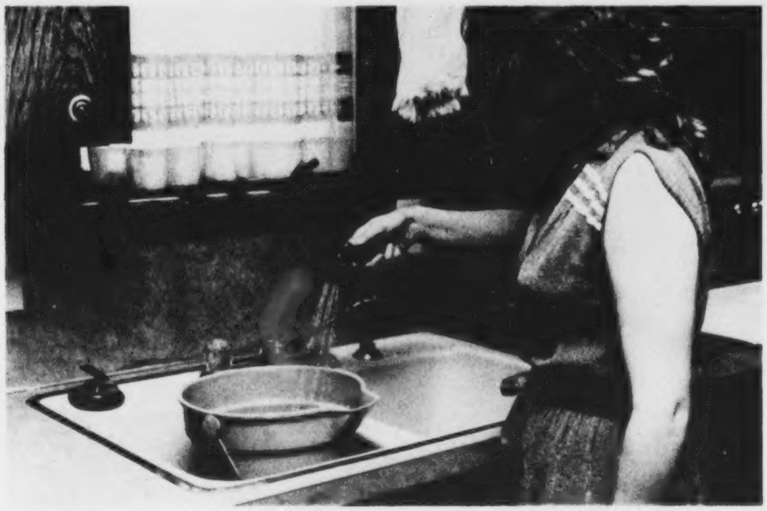
JOB SHEET #5

II. Procedure

A. Fill pail or pan half full with warm water (Figure 124)

(NOTE: If ammonia or vinegar will be added to water, measure correct amount and pour into pail.)

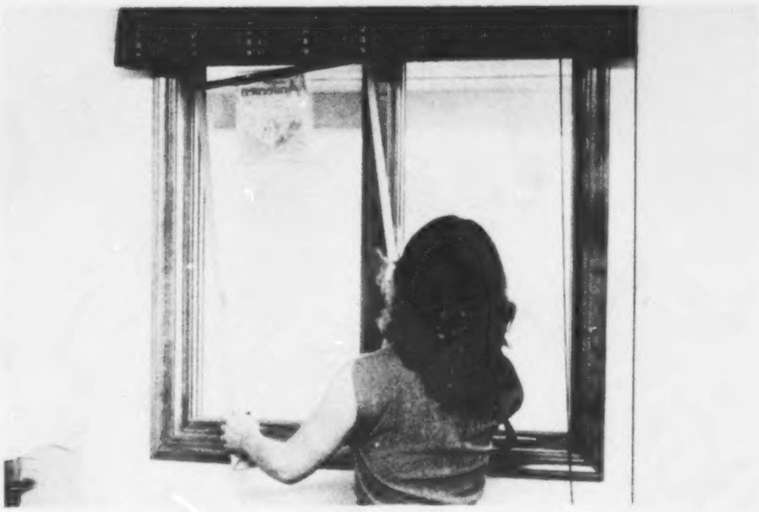
FIGURE 124



B. Remove window coverings as needed (Figure 125)

(NOTE: Remove drapes, curtains, shades, screens, or any item that blocks window glass.)

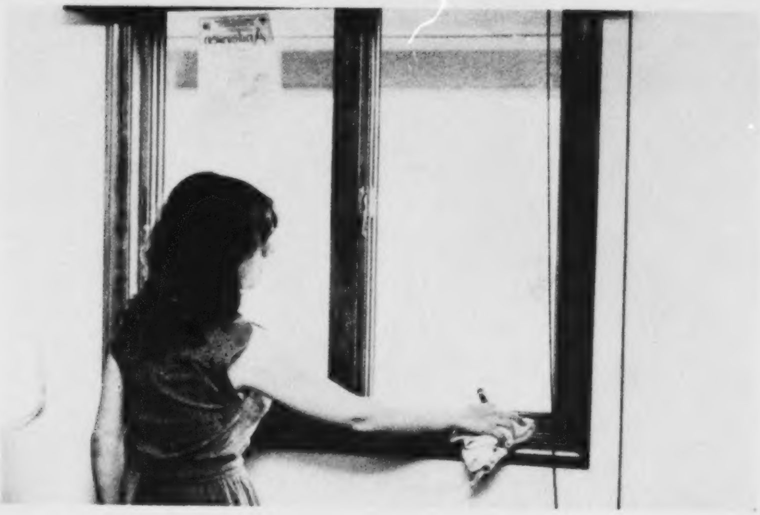
FIGURE 125



JOB SHEET #5

C. Dust window frame and sill with dry cleaning cloth or brush (Figure 126)

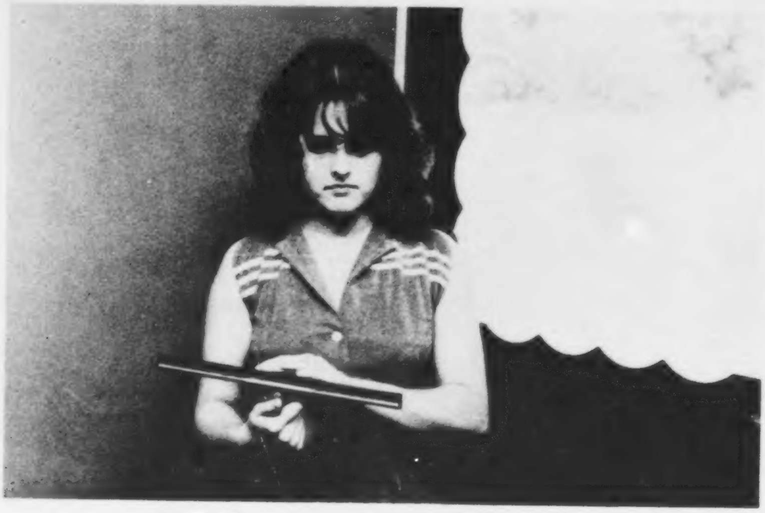
FIGURE 126



D. Select appropriate size squeegee for window size (Figure 127)

(NOTE: The squeegee method is not recommended for inside windows because of water spillage.)

FIGURE 127

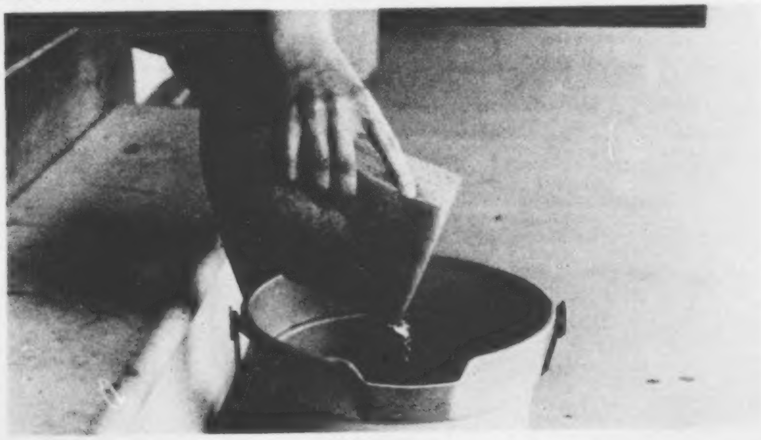


JOB SHEET #5

E. Dip sponge in pail of water and hold over pail allowing excess to drain (Figure 128)

(NOTE: A window brush or cloth could also be used to apply water.)

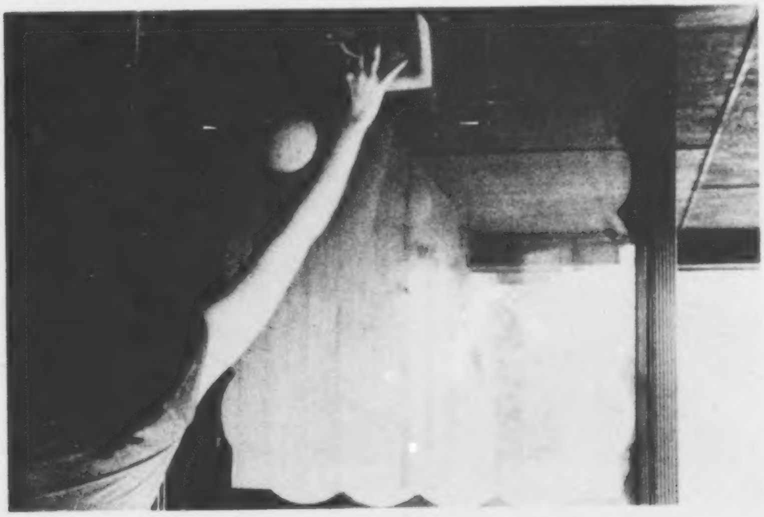
FIGURE 128



F. Wet and rub glass with sponge, starting at edge next to frame and wiping all the way around glass, making a complete circle and using up-and-down and side-to side strokes (Figure 129)

(NOTE: Pay special attention to corners.)

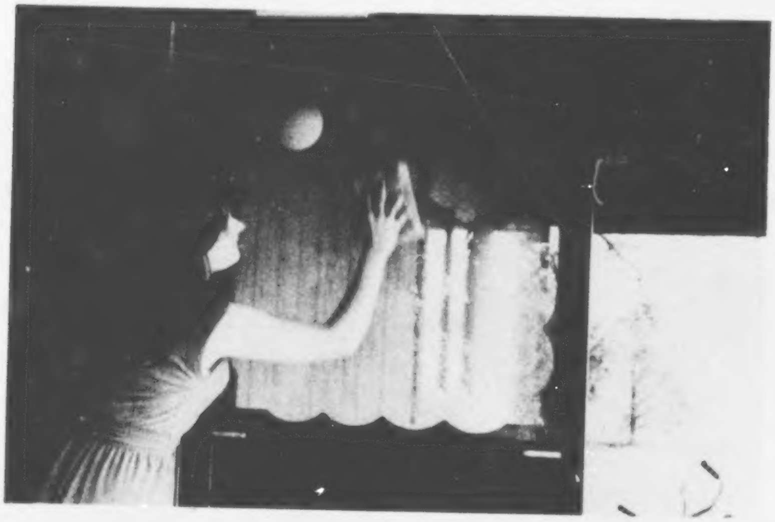
FIGURE 129



JOB SHEET #5

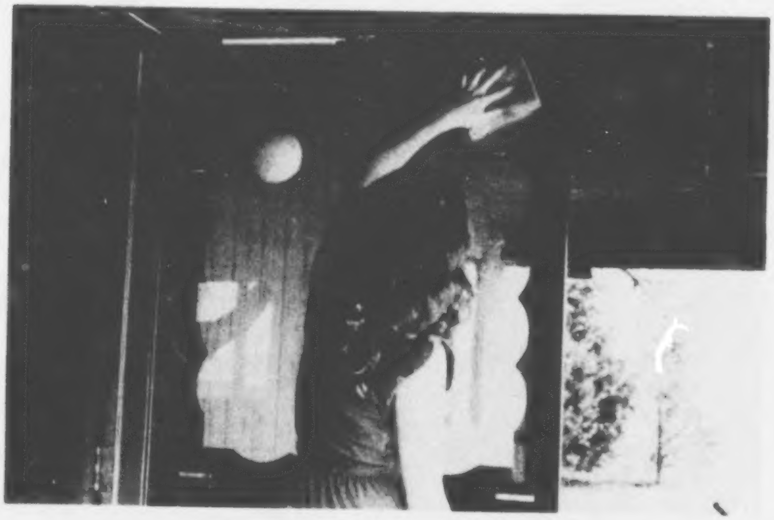
G. Apply more water, and rub remainder of glass, using wet sponge and an overlapping circular motion (Figure 130)

FIGURE 130



H. Rinse sponge in pail of water and repeat wetting and rubbing process, using up-and-down and side-to-side strokes on edges and an overlapping circular motion on remainder of glass (Figure 131)

FIGURE 131

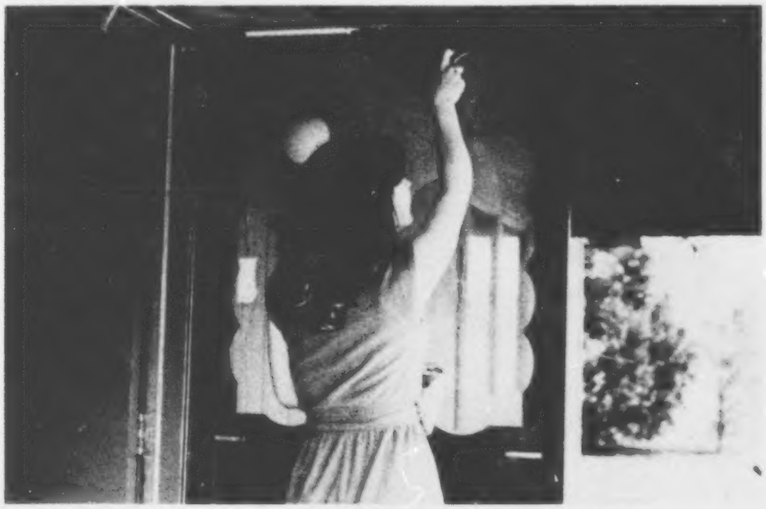


JOB SHEET #5

I. Place squeegee at upper corner of glass (Figures 132-135)

   1. Place blade parallel to top frame

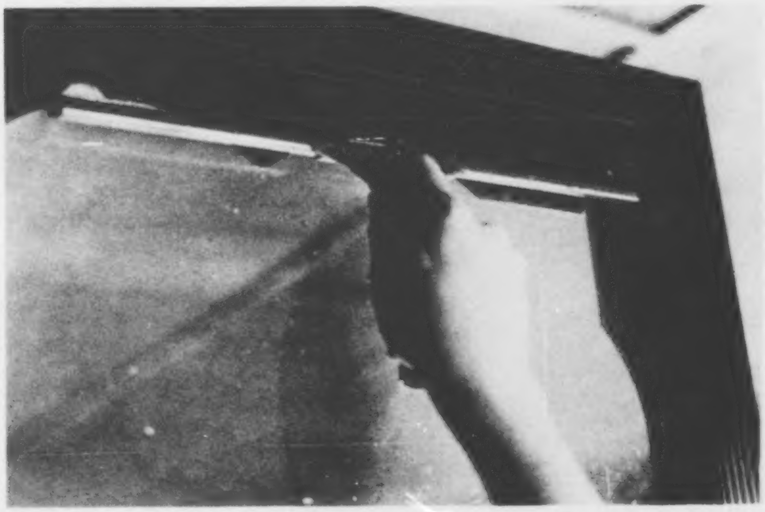
FIGURE 132



   2. Position blade 1/4 to 1/2 inch from side of frame

   (NOTE: If blade drags on frame, the squeegee will chatter, leaving water streaks.)

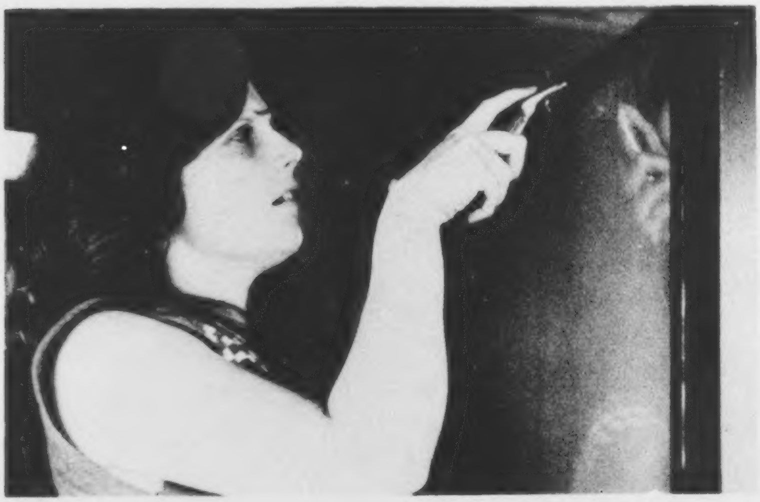
FIGURE 133



JOB SHEET #5

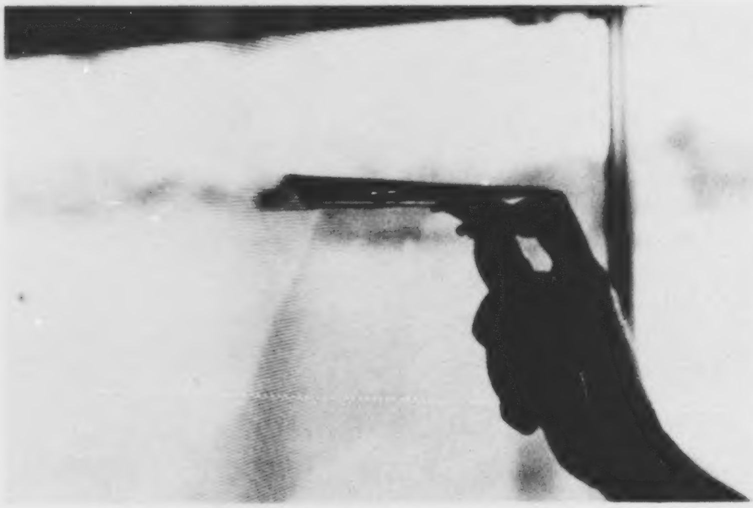
3. Position squeegee handle at about a 30-degree angle to the glass

FIGURE 134



4. Apply medium pressure to squeegee to maintain even and continuous blade contact during process

FIGURE 135



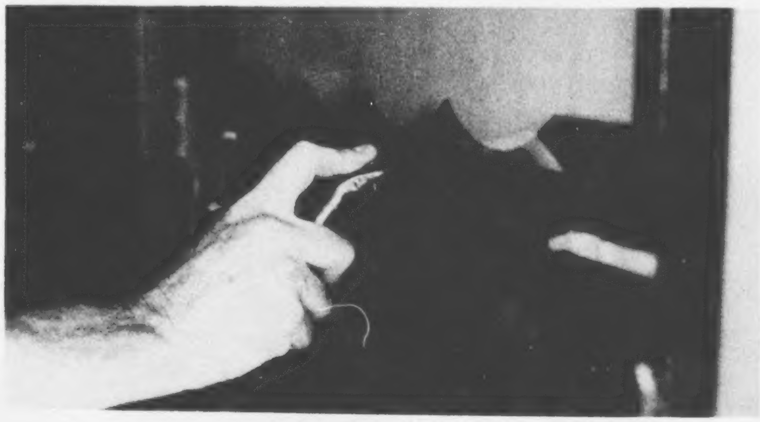
JOB SHEET #5

J. Remove water from glass, using top-to-bottom strokes and maintaining correct angle and pressure at all times (Figures 136-140)

1. Do not roll squeegee at end of stroke

(NOTE: Rolling the squeegee edge shortens the life of the blade.)

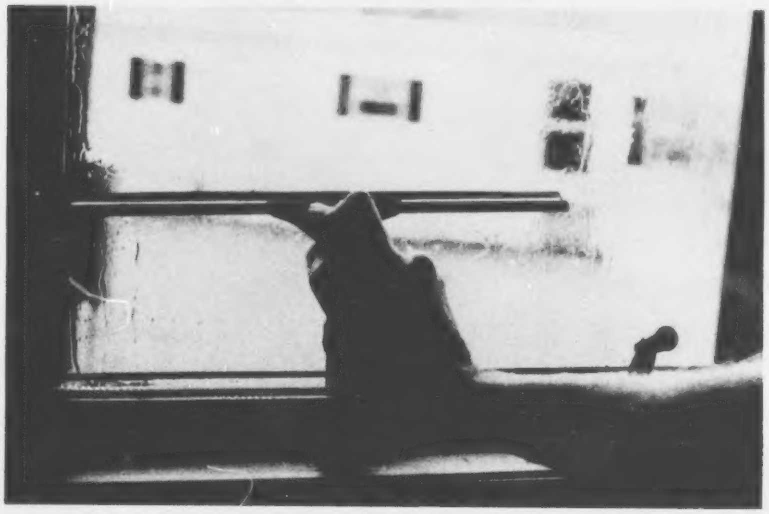
FIGURE 136



2. Leave bottom of glass wet if ledge or sill interferes with squeegee movement and prevents blade from reaching bottom

(NOTE: Do not change angle of handle.)

FIGURE 137

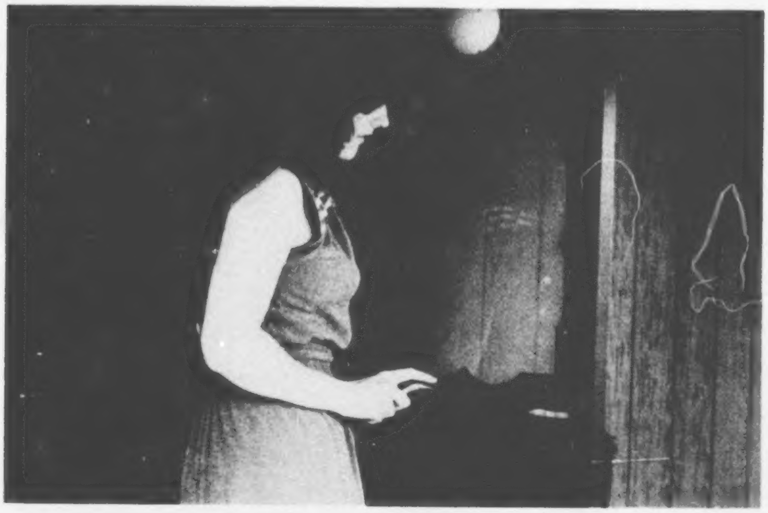


JOB SHEET #5

3. Lift blade from glass only at end of stroke

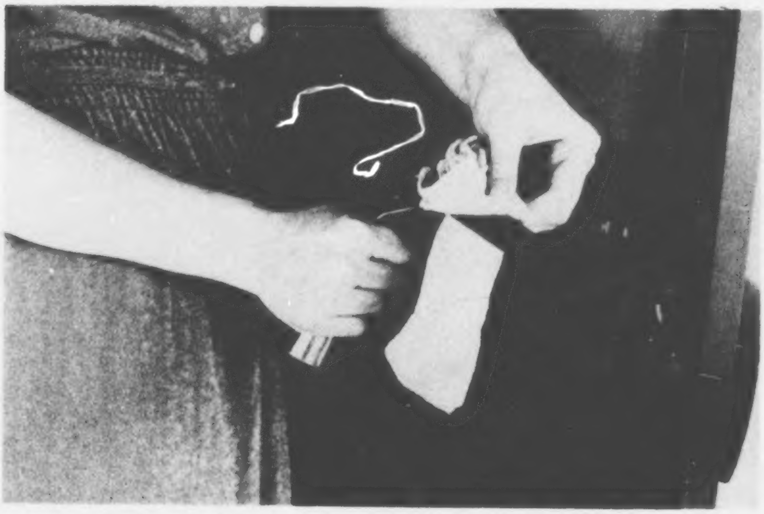
   (NOTE: Make long, continuous strokes.)

FIGURE 138



4. Using cleaning cloth, wipe blade at end of each stroke or any time squeegee is picked up from glass

FIGURE 139

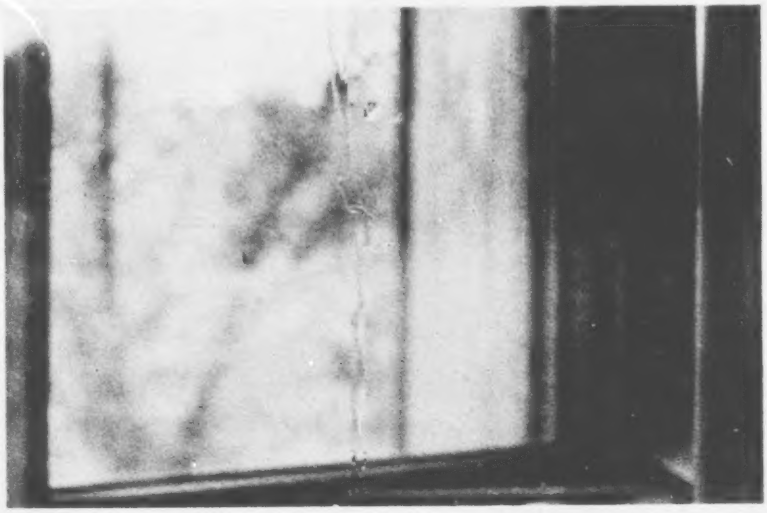


JOB SHEET #5

5. Do not use squeegee to pick up water spots that were missed

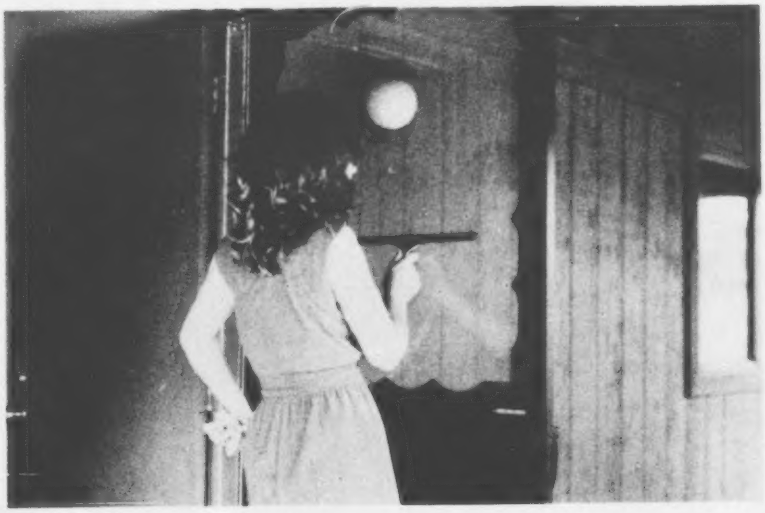
(NOTE: These spots will be polished with lint-free cloth.)

FIGURE 140



K. Continue top-to-bottom strokes, overlapping each stroke, until complete window has been cleaned (Figure 141)

FIGURE 141

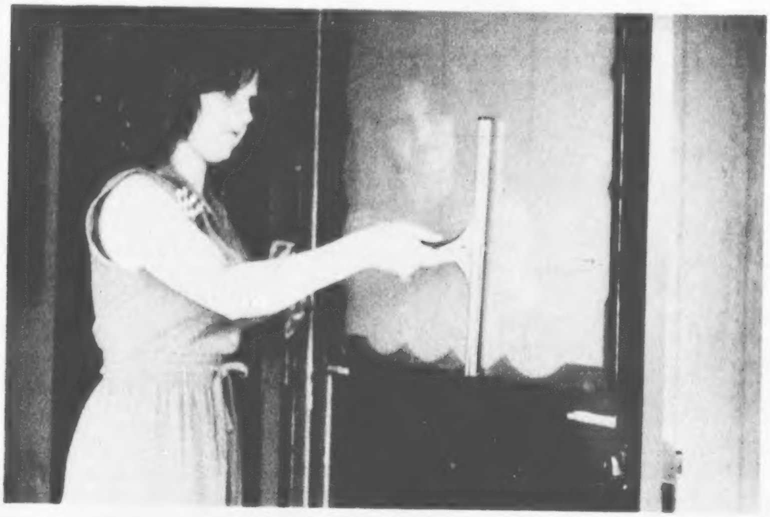


JOB SHEET #5

L. Squeegee bottom of glass, using a side-to-side stroke (Figure 142)

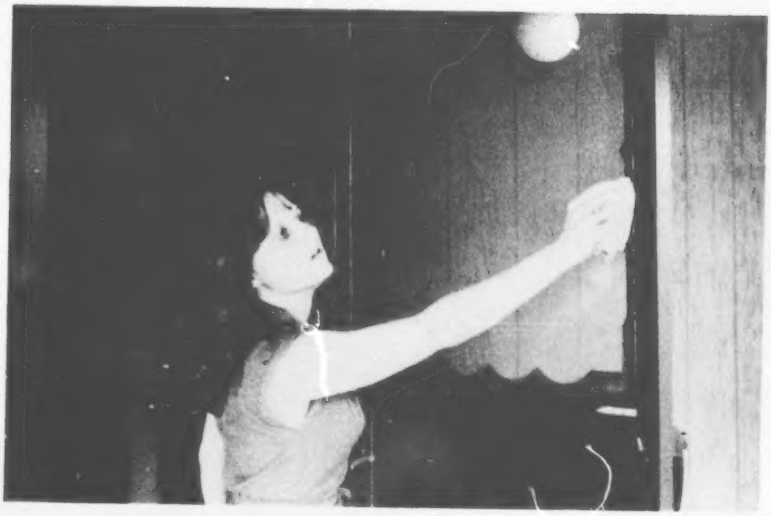
(NOTE: This step would only be done if ledge or sill interfered with downward movement of squeegee.)

FIGURE 142



M. Wipe edges and corners of glass, making a complete pass around window with lint-free cloth (Figure 143)

FIGURE 143

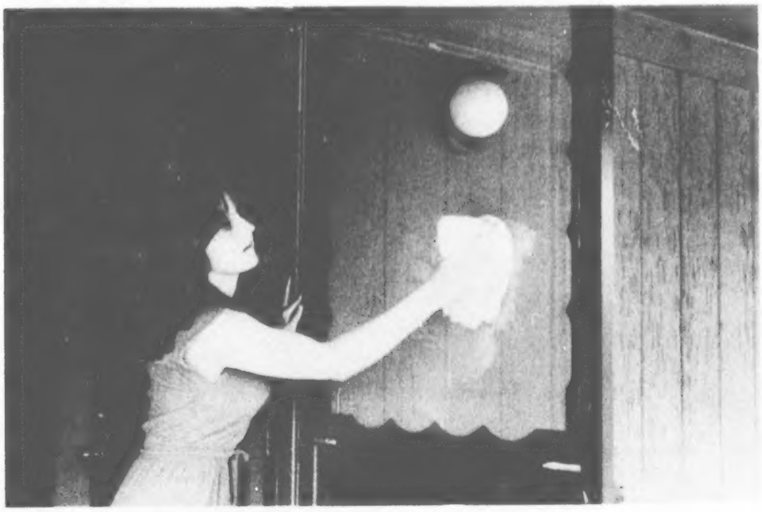


JOB SHEET #5

N. Dry and polish complete glass with clean, dry, lint-free cloth, removing water spots and streaks and using a combination of overlapping side-to-side and up-and-down strokes (Figure 144)

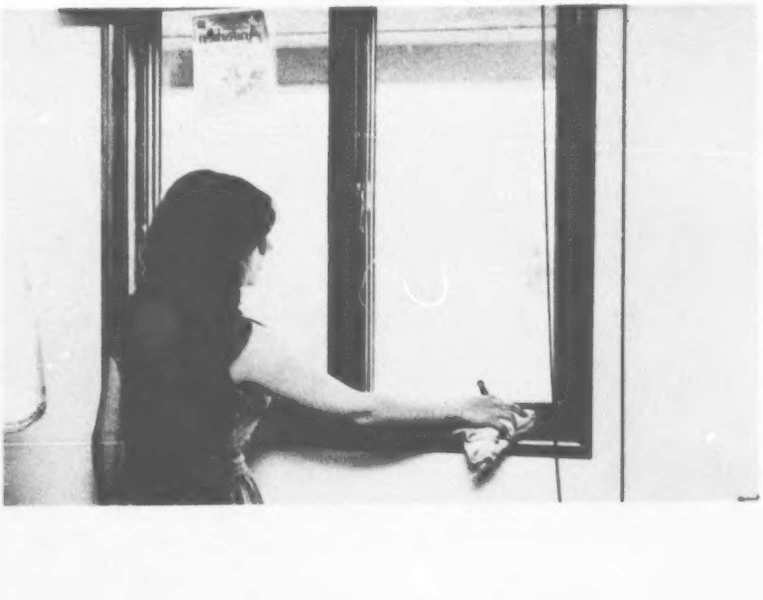
(NOTE: Do not let cloth touch any water puddles on window sill or ledge.)

FIGURE 144



O. Wipe window frame and sill or ledge with cleaning cloth (Figure 145)

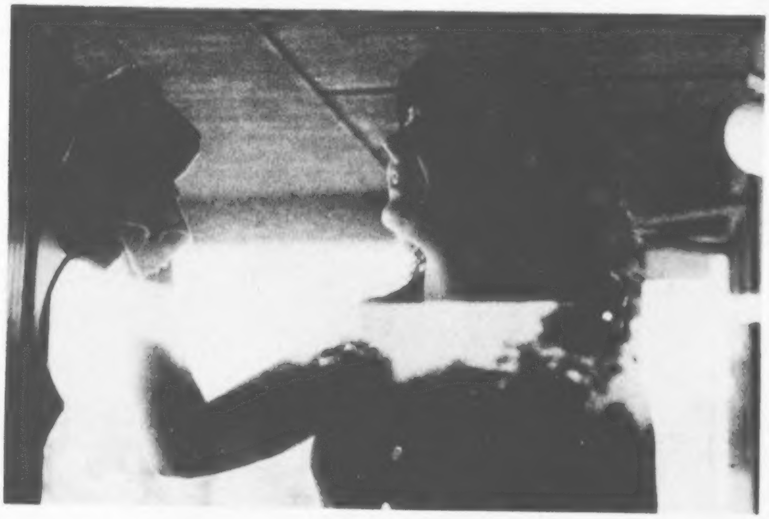
FIGURE 145



JOB SHEET #5

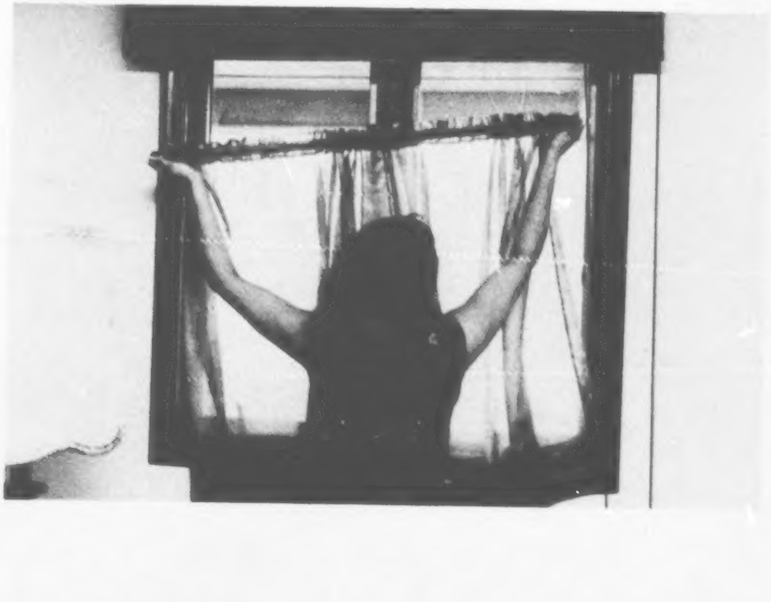
P. Check window for streaks and smudges; remove by polishing with lint-free cloth (Figure 146)

FIGURE 146



Q. Replace window coverings (Figure 147)

FIGURE 147

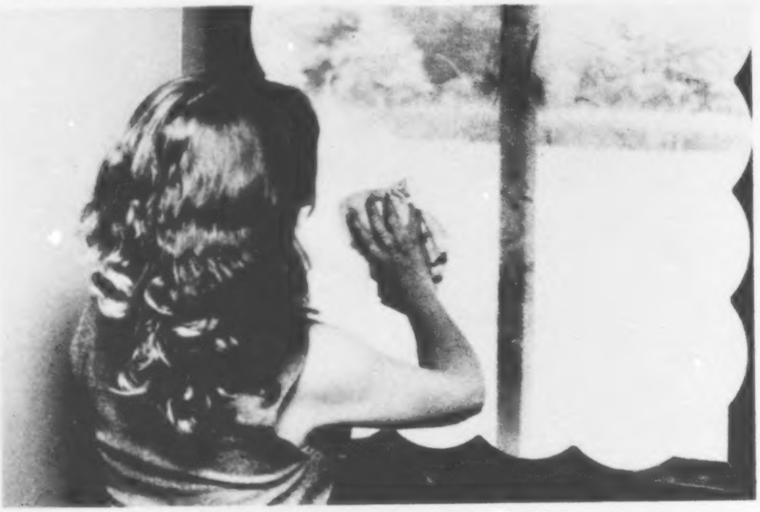


JOB SHEET #5

R. Continue window washing, repeating above steps, until all windows have been washed (Figure 148)

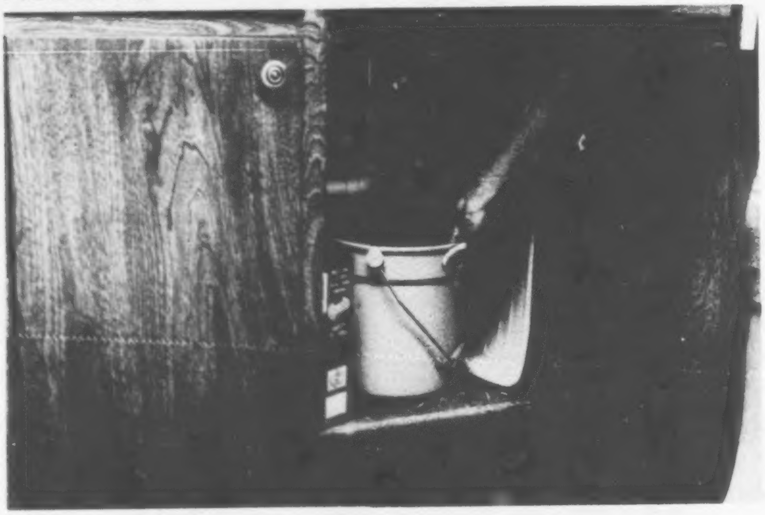
(NOTE: Change water frequently.)

FIGURE 148



S. Clean equipment and store in proper place (Figure 149)

FIGURE 149



GENERAL CLEANING
UNIT I

JOB SHEET #6--PERFORM DAILY LIVING ROOM CLEANING TASKS

(NOTE: This task could include such areas as dining room, family room, den, or study.)

I. Equipment and supplies (Figure 150)

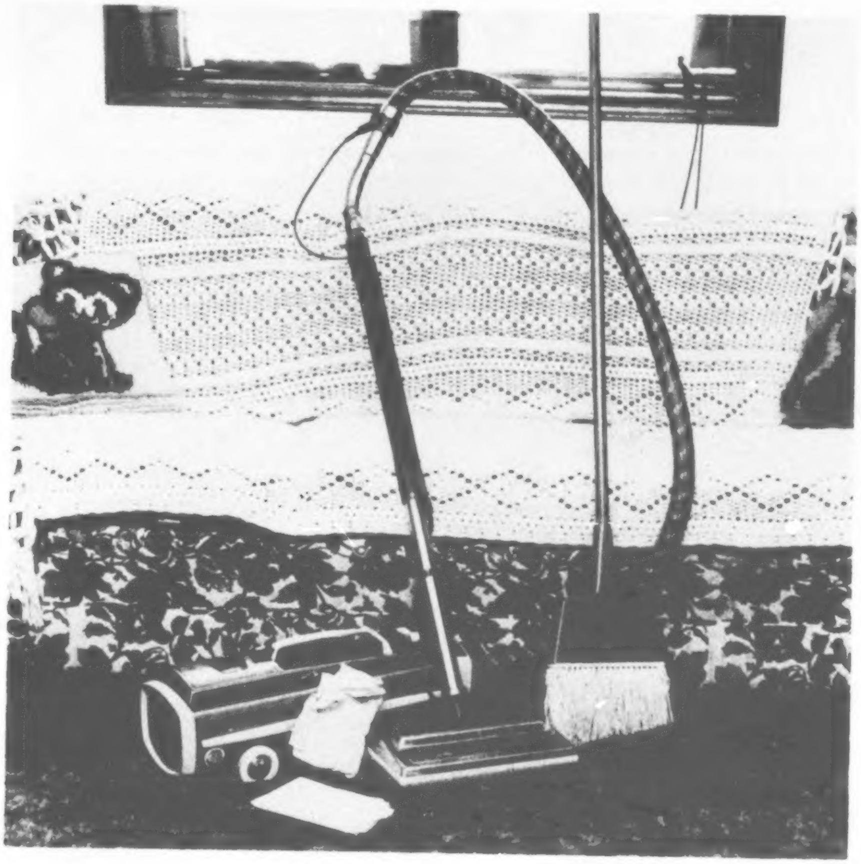
   A. Vacuum cleaner or carpet sweeper

   B. Dust mop and/or broom

   C. Wastebasket liner

   D. Damp washing cloth

FIGURE 150



JOB SHEET #6

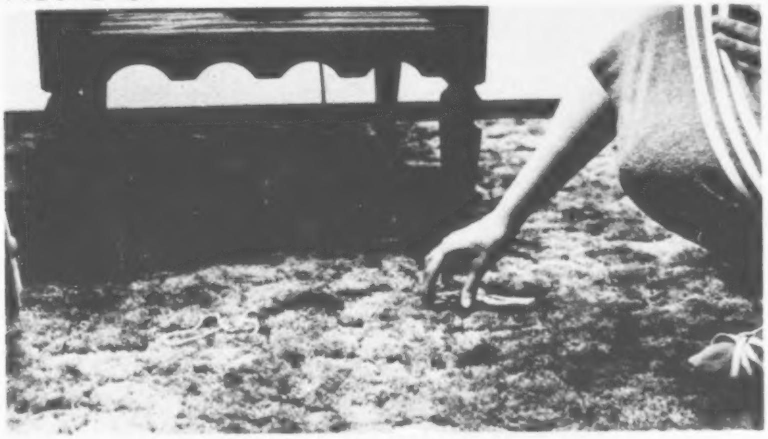
II. Procedure

(NOTE: Some of these steps may not be required on a daily basis because procedure varies with type of room being cleaned.)

A. Pick up trash from floor or tables, and place in nearest wastebasket (Figure 151)

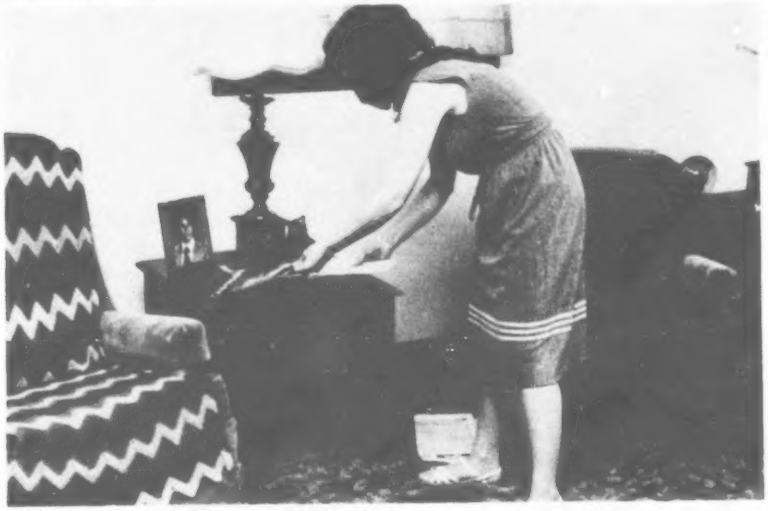
EXAMPLES: Bits of paper, wrappers, paper clips, string

FIGURE 151



B. Pick up newspapers, magazines, and mail, and place in proper place or throw away (Figure 152)

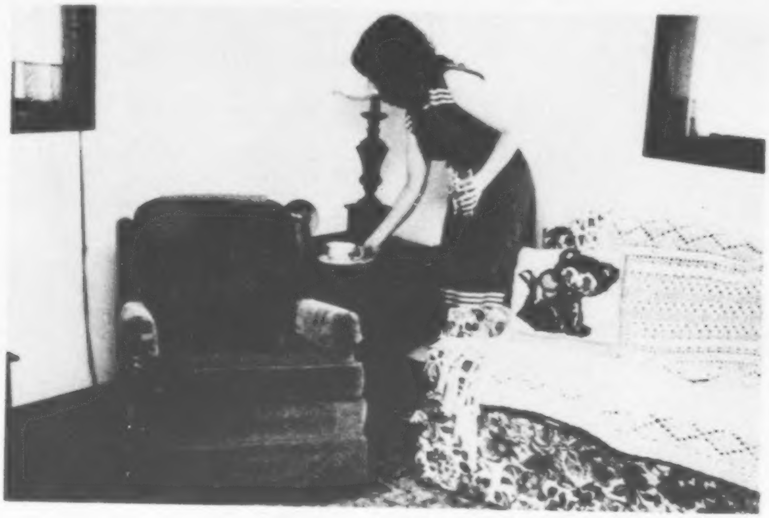
FIGURE 152



JOB SHEET #6

C. Pick up any dirty dishes or glasses and return to kitchen (Figure 153)

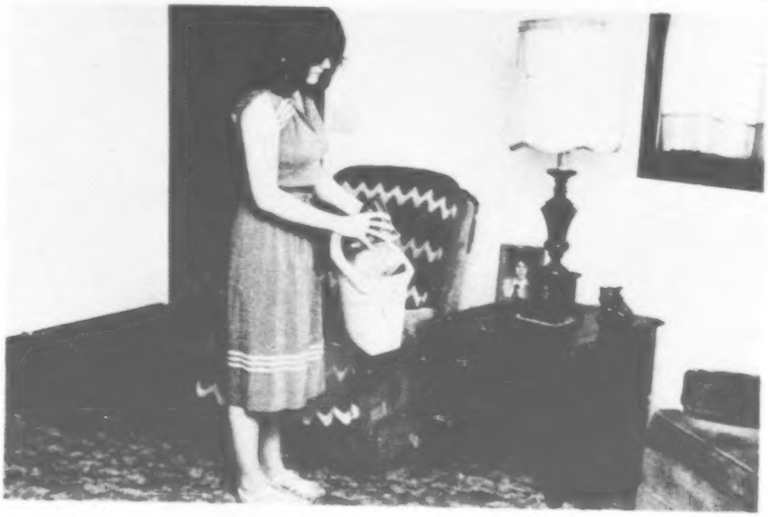
FIGURE 153



D. Empty ashtrays into wastebasket (Figure 154)

(CAUTION: MAKE SURE THAT MATERIAL IN ASHTRAY IS COLD.)

FIGURE 154

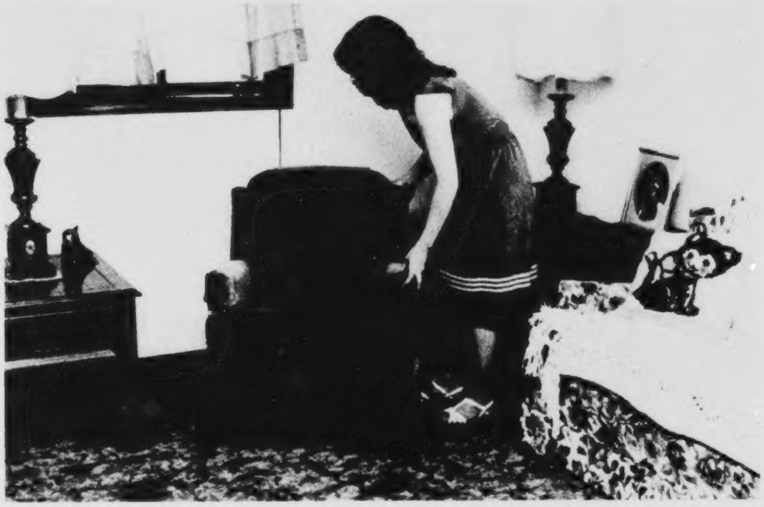


JOB SHEET #6

E. Straighten furniture (Figure 155)

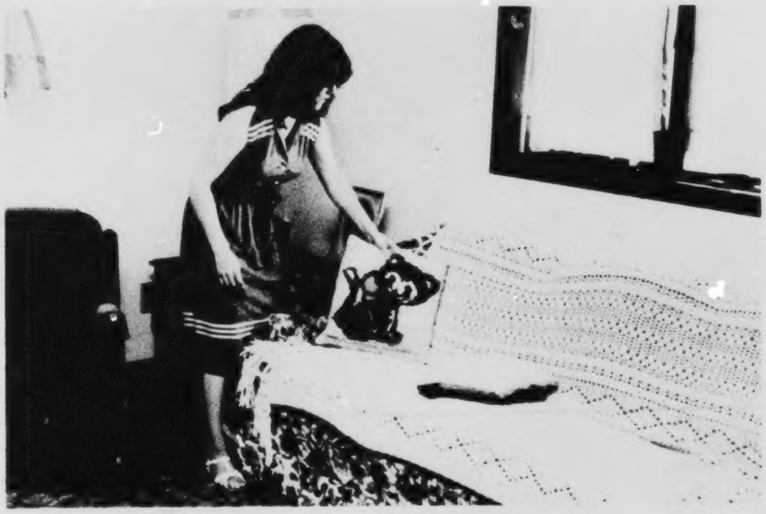
EXAMPLES: Chairs, tables, sofa cushions, lamp shades

FIGURE 155



F. Straighten throw pillows (Figure 156)

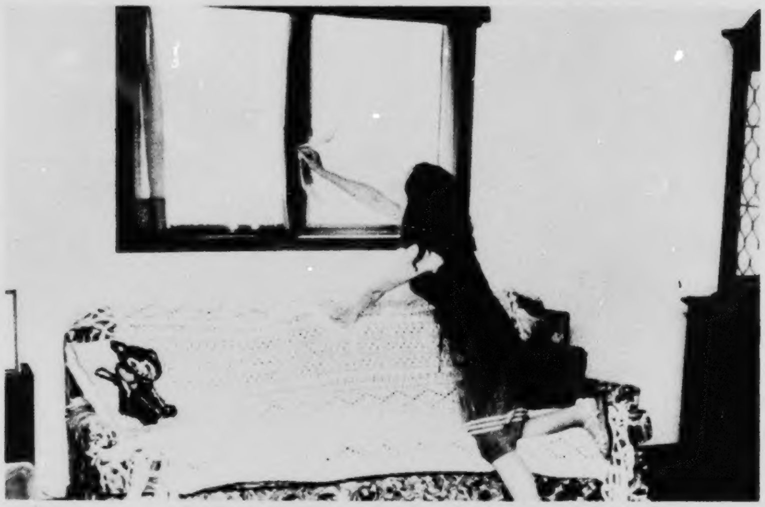
FIGURE 156



JOB SHEET #6

G. Straighten curtains, drapes, or shades (Figure 157)

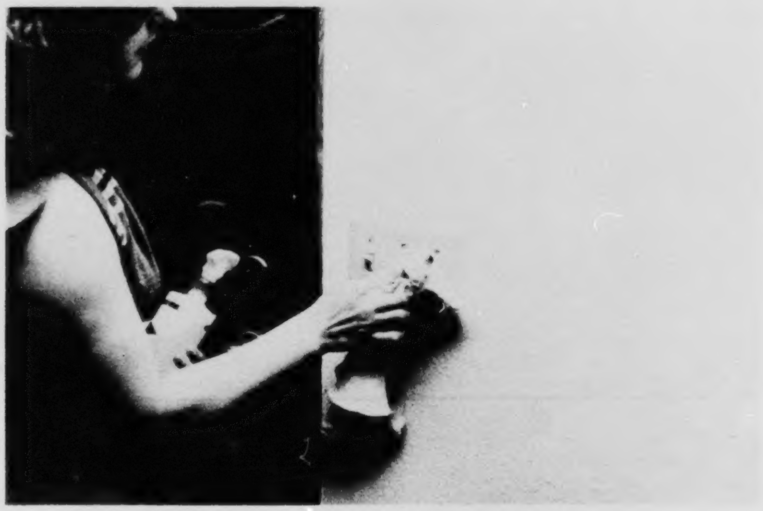
FIGURE 157



H. Damp wipe any spills, spots, or smudges on furniture or walls, using damp washing cloth (Figure 158)

EXAMPLES: Television screen, table top, wall switch area

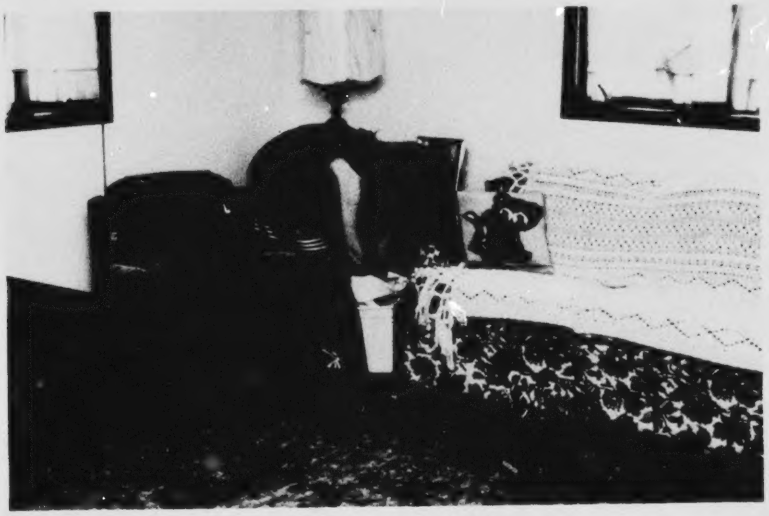
FIGURE 158



JOB SHEET #6

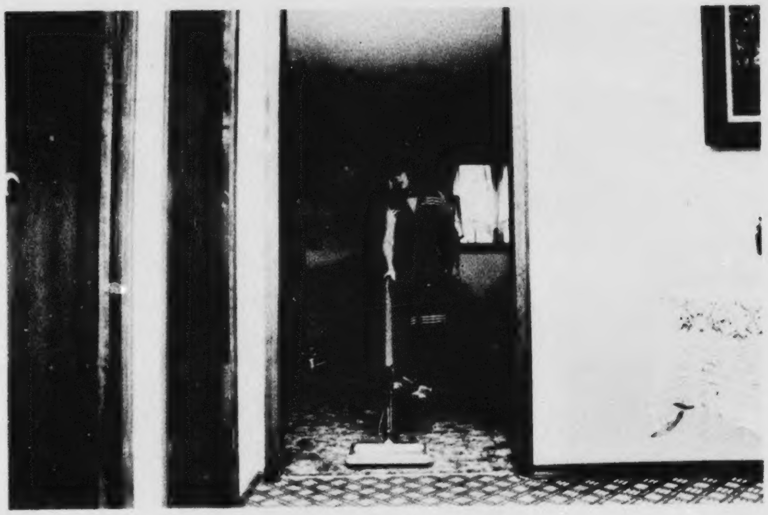
I. Empty room wastebasket, and replace liner if needed (Figure 159)

FIGURE 159



J. Vacuum or sweep carpet high traffic area, if needed (Figure 160; Job Sheet #1, Section A, Unit IV)

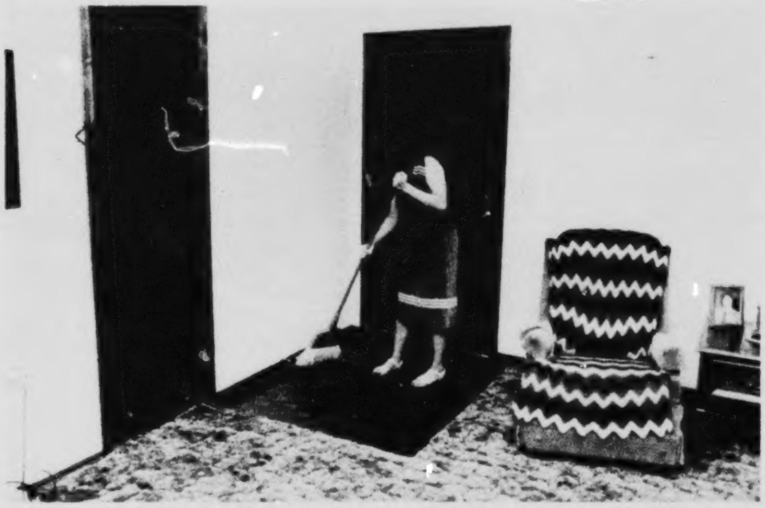
FIGURE 160



JOB SHEET #6

K. Dust mop or sweep noncarpeted areas if needed (Figure 161; Job Sheet #4, Section A, Unit III)

FIGURE 161



GENERAL CLEANING
UNIT I

JOB SHEET #7--PERFORM WEEKLY LIVING ROOM CLEANING TASKS

(NOTE: This task could include such areas as dining room, family room, den, or study.)

I. Equipment and supplies (Figure 162)

   A. Wastebasket liner

   B. Broom

   C. Vacuum cleaner with attachments

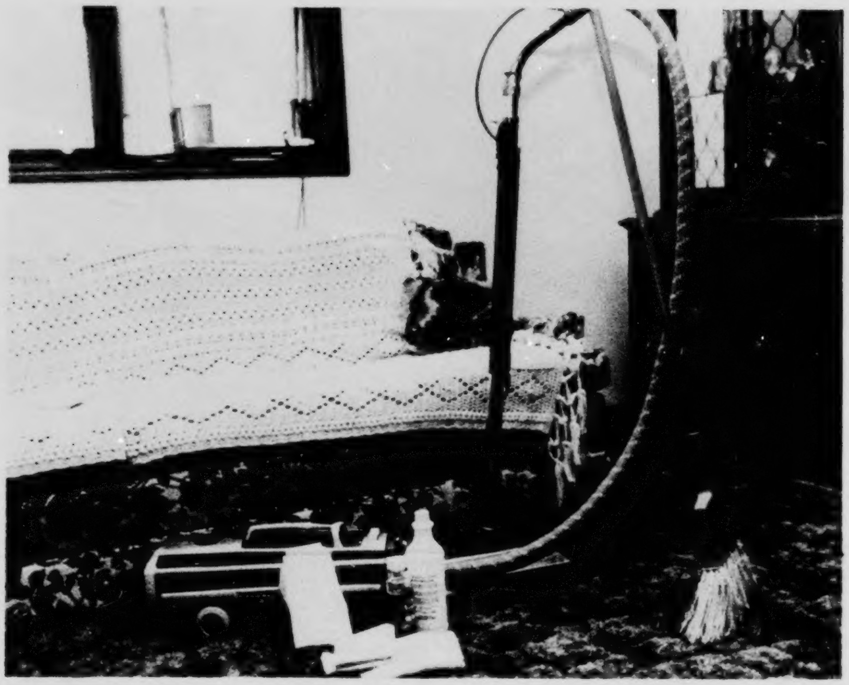
   D. Dusting cloth

   E. Furniture polish

   F. Washing cloth

   G. Synthetic detergent

FIGURE 162



JOB SHEET #7

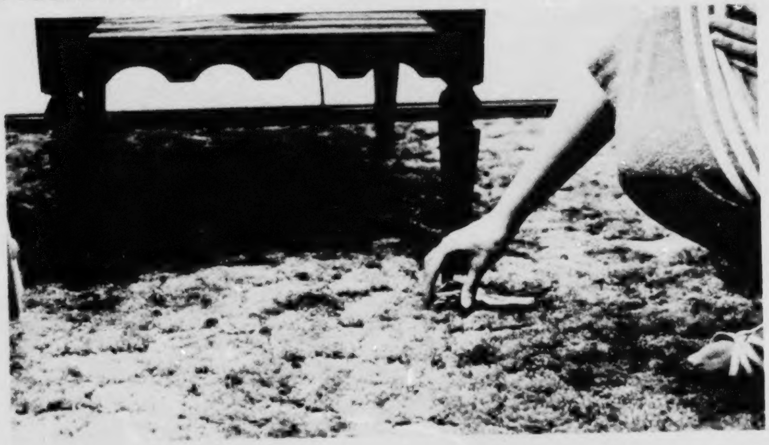
II. Procedure

(NOTE: Depending upon the type of room being cleaned, some of these steps may not be required on a weekly basis.)

A. Pick up trash from floor or tables and discard into nearest wastebasket (Figure 163)

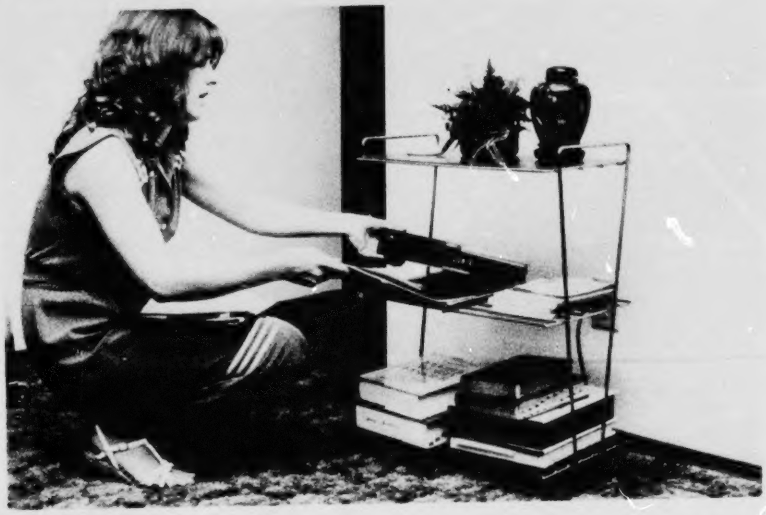
EXAMPLES: Bits of paper, wrappers, paper clips, string

FIGURE 163



B. Pick up newspapers, magazines, and mail, and place in proper place or throw away (Figure 164)

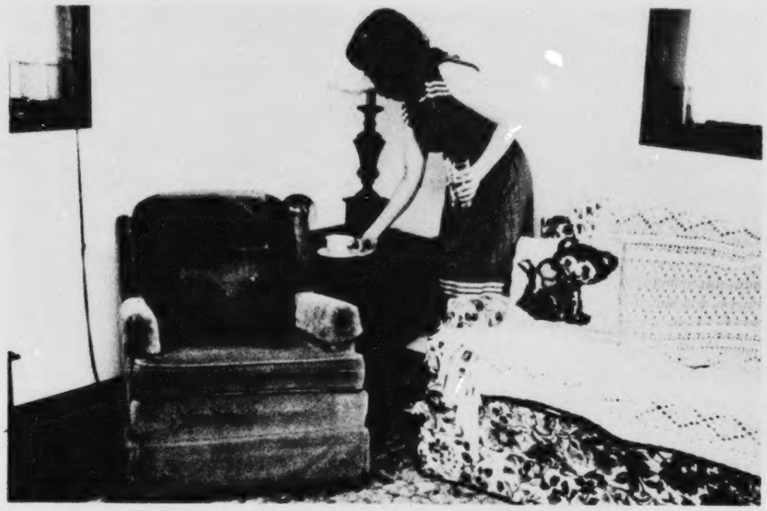
FIGURE 164



JOB SHEET #7

C. Pick up any dirty dishes or glasses and return to kitchen (Figure 165)

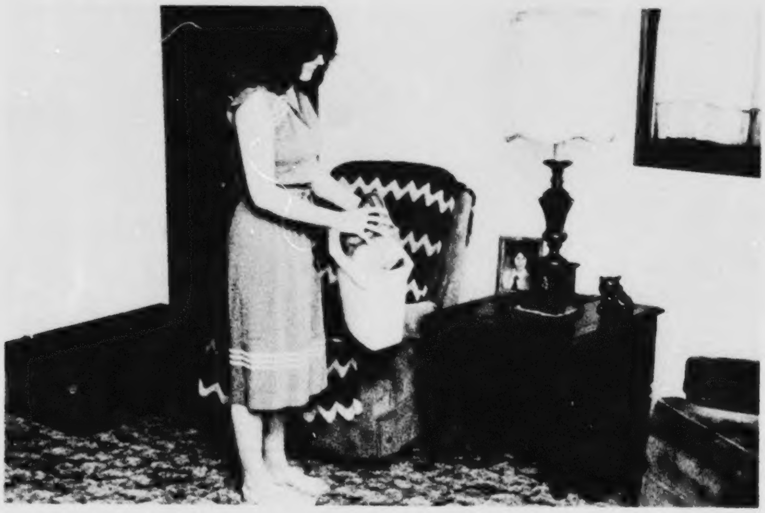
FIGURE 165



D. Empty ashtrays into wastebasket (Figure 166)

(CAUTION: MAKE SURE THAT MATERIAL IN ASHTRAY IS COLD.)

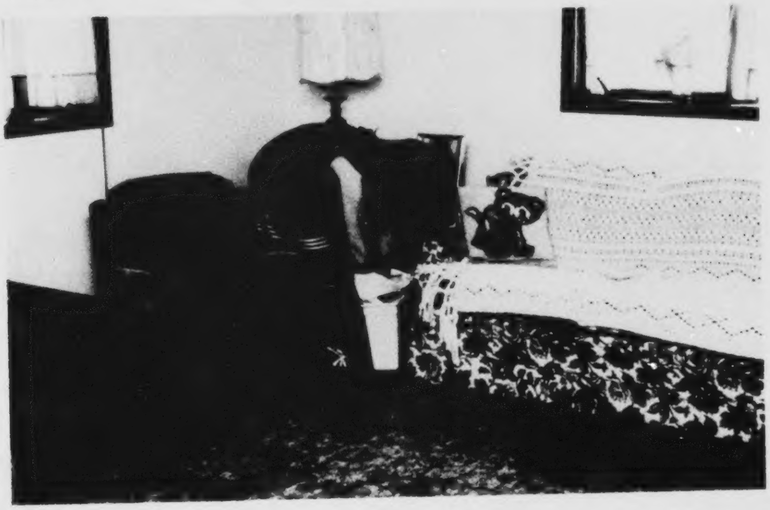
FIGURE 166



JOB SHEET #7

E. Empty room wastebasket and replace liner if needed (Figure 167)

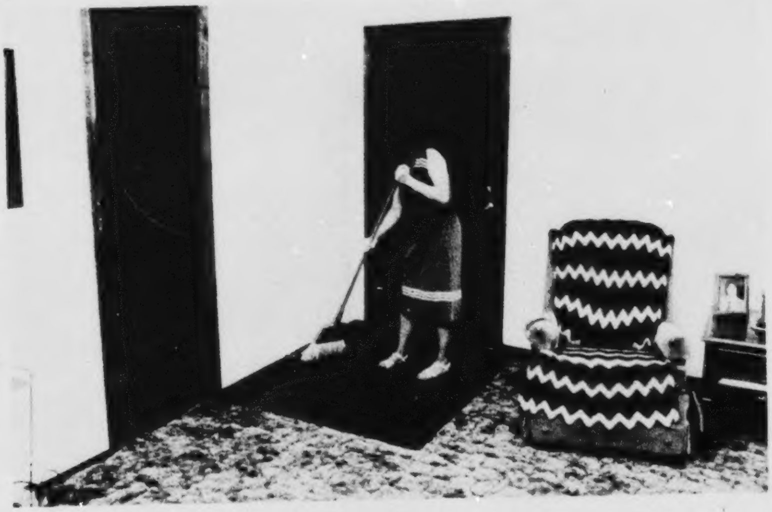
FIGURE 167



F. Sweep noncarpeted floor areas (Figure 168)

(NOTE: This step may not be required depending upon floor surface and method of cleaning.)

FIGURE 168

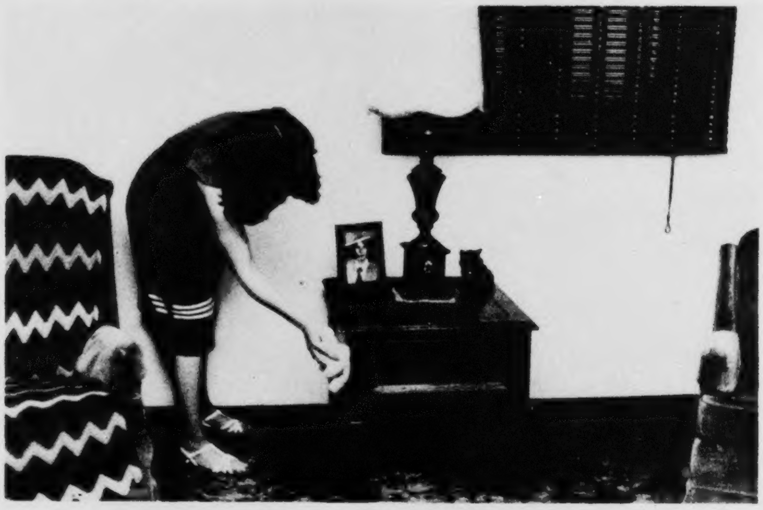


JOB SHEET #7

G. Dust nonfabric furniture using folded, treated, dusting cloth (Figure 169; Job Sheet #1)

(NOTE: Cloth may be treated with polish for dusting wood furniture or with mild detergent and water for dusting metal, plastic, or vinyl items.)

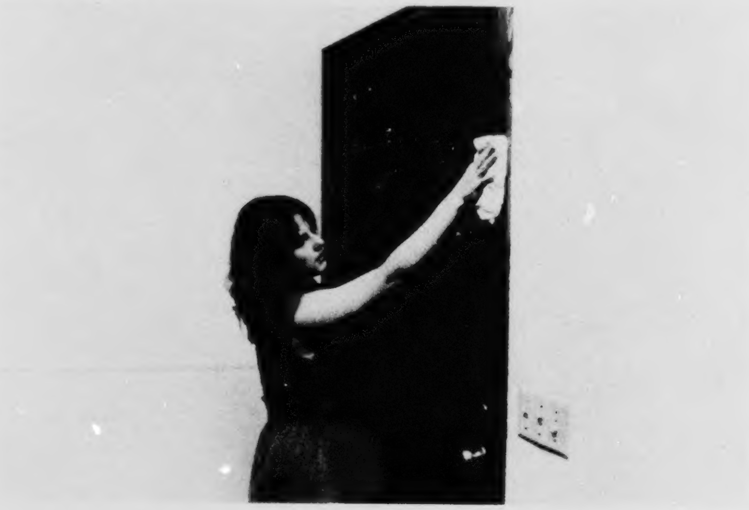
FIGURE 169



H. Dust woodwork using folded, treated, dusting cloth (Figure 170)

EXAMPLES: Baseboards, window casings, doorways

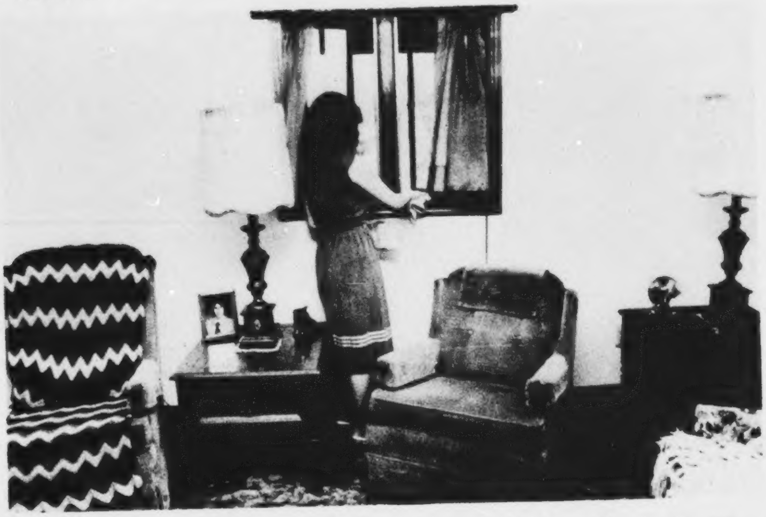
FIGURE 170



JOB SHEET #7

I. Damp wipe windowsills, using washing cloth moistened with a mild detergent solution (Figure 171)

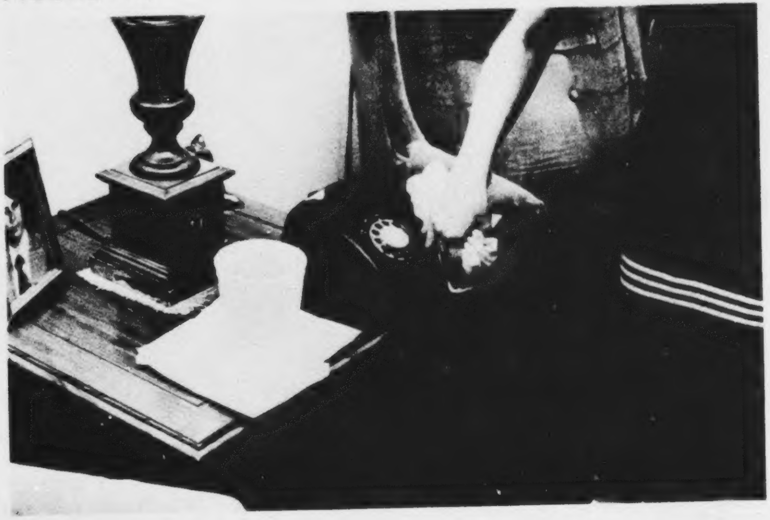
FIGURE 171



J. Damp wipe telephone, using washing cloth moistened with a mild detergent solution (Figure 172)

(NOTE: A disinfectant detergent spray may be used.)

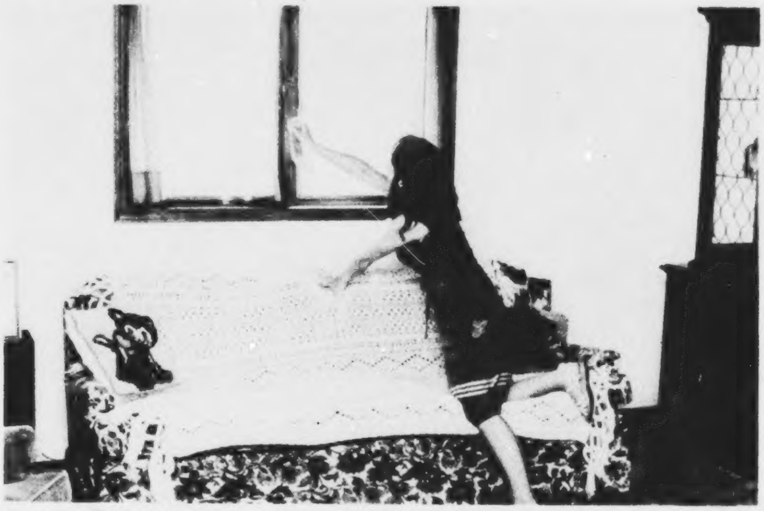
FIGURE 172



JOB SHEET #7

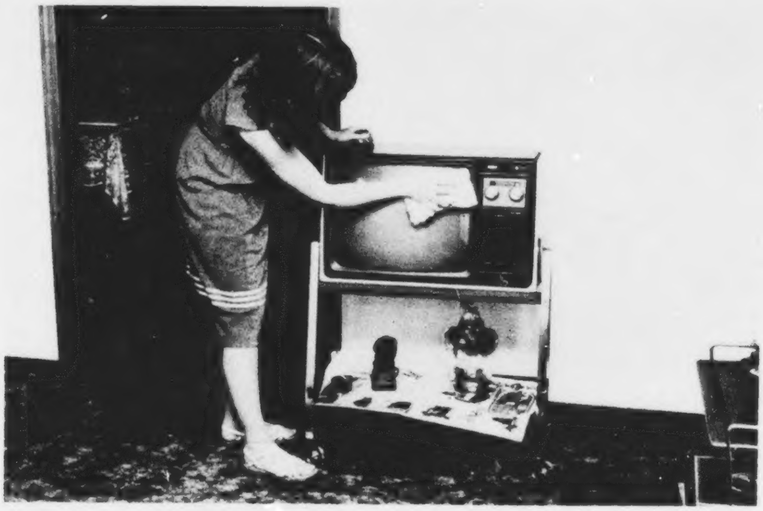
K. Straighten and adjust shades, curtains, or drapes (Figure 173)

FIGURE 173



L. Damp wipe any spills, spots, or smudges on furniture or walls, using damp washing cloth dipped in mild detergent solution and wrung out damp (Figure 174)

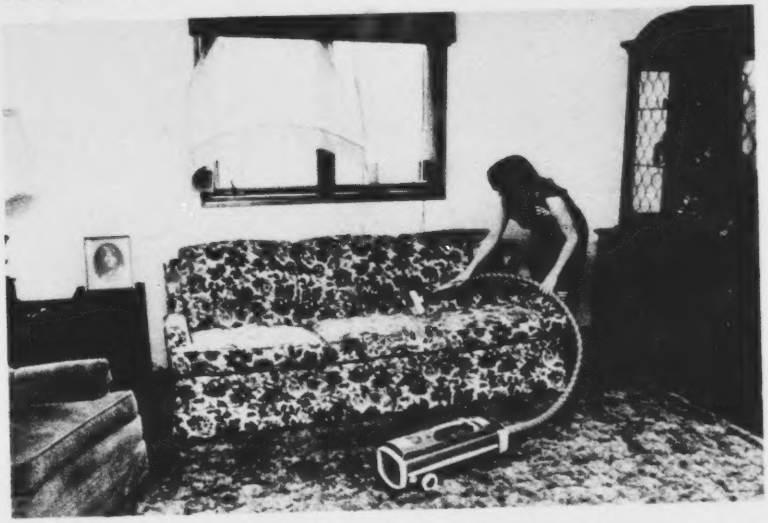
FIGURE 174



JOB SHEET #7

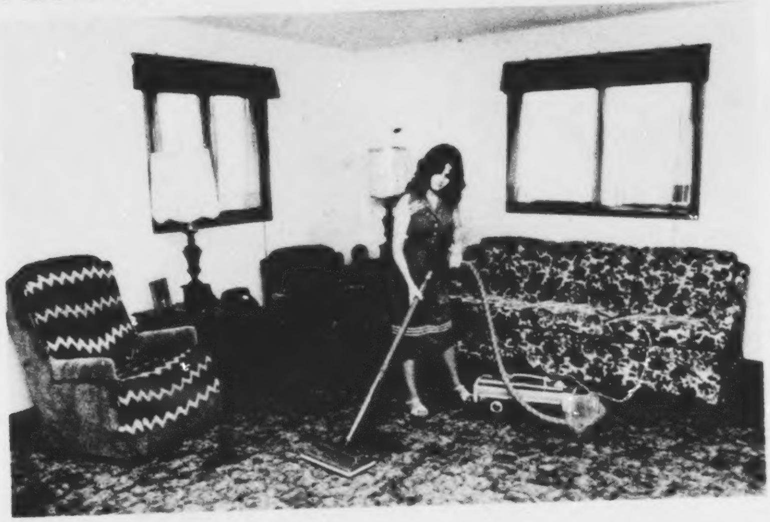
M. Vacuum upholstered furniture using vacuum cleaner with upholstery and crevice tool attachments (Figure 175)

FIGURE 175



N. Vacuum carpet and rugs (Figure 176; Job Sheet #1, Section A, Unit IV)

FIGURE 176

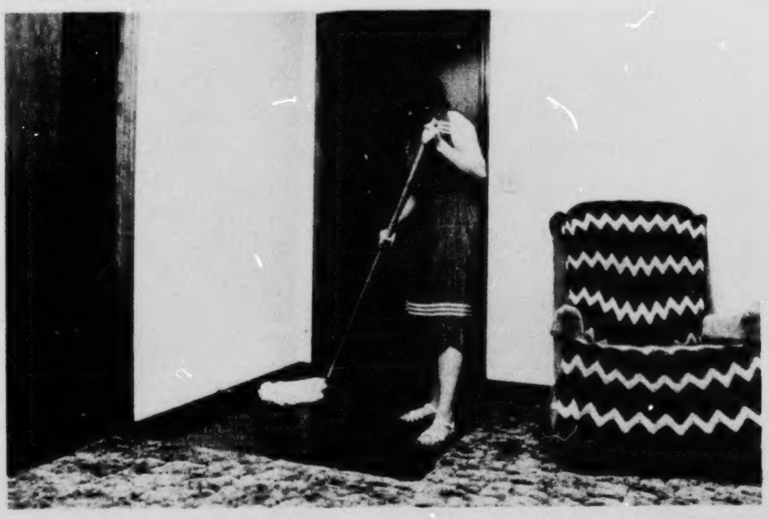


JOB SHEET #7

O. Damp mop noncarpeted areas, using slightly damp mop and cold water (Figure 177)

(NOTE: This step may not be required depending upon type of floor surface.)

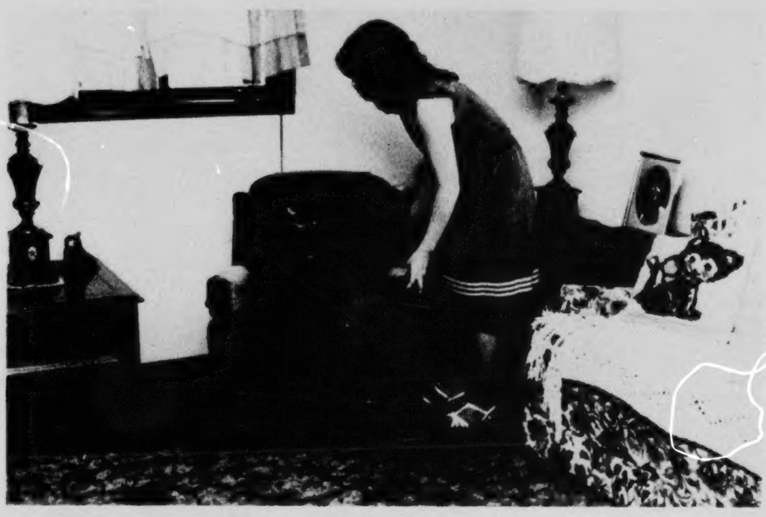
FIGURE 177



P. Straighten furniture (Figure 178)

EXAMPLES: Sofa cushions, chairs, lamp shades, tables

FIGURE 178

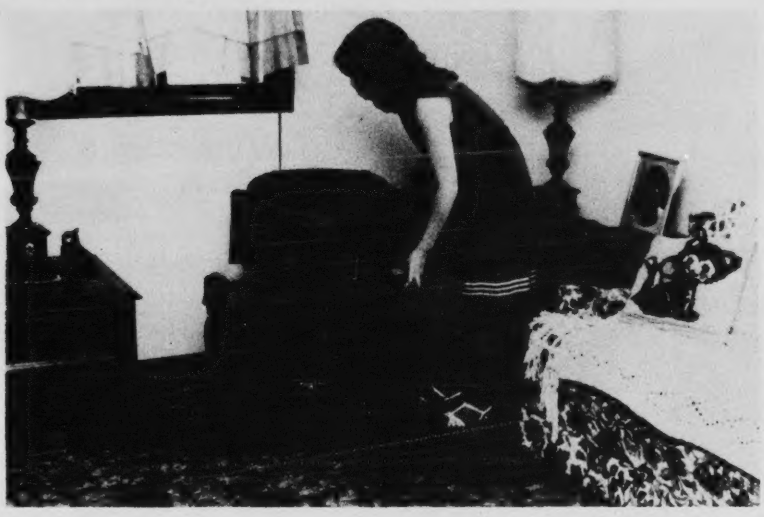


JOB SHEET #8

T. Clean noncarpeted floor area (Figures 203-211)

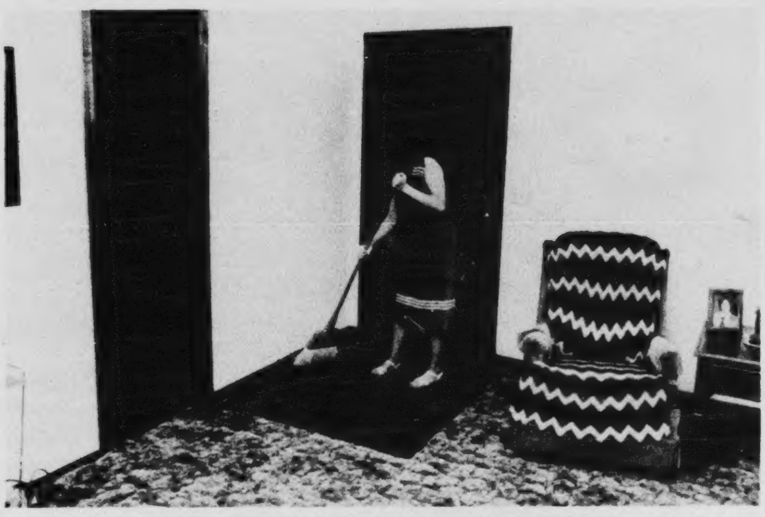
1. Move furniture to clear floor

FIGURE 203



2. Sweep, dust mop, or vacuum floor

FIGURE 204

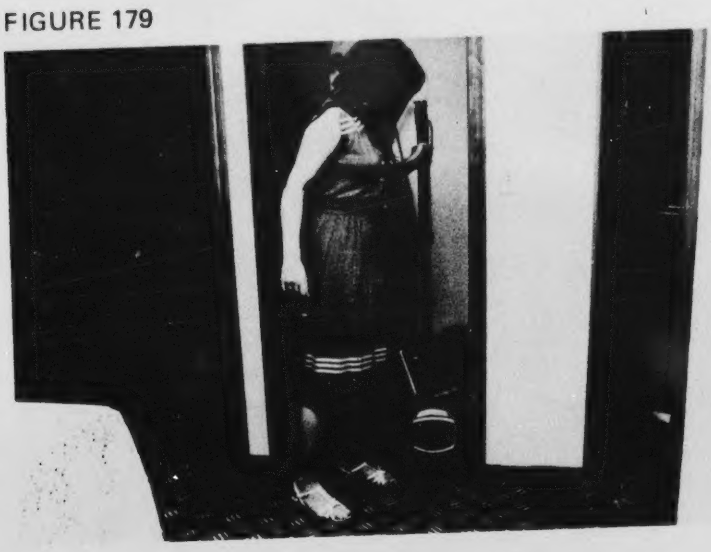


JOB SHEET #7

Q. Clean and store equipment and supplies (Figure 179)

(NOTE: Equipment may be used for other cleaning tasks.)

FIGURE 179



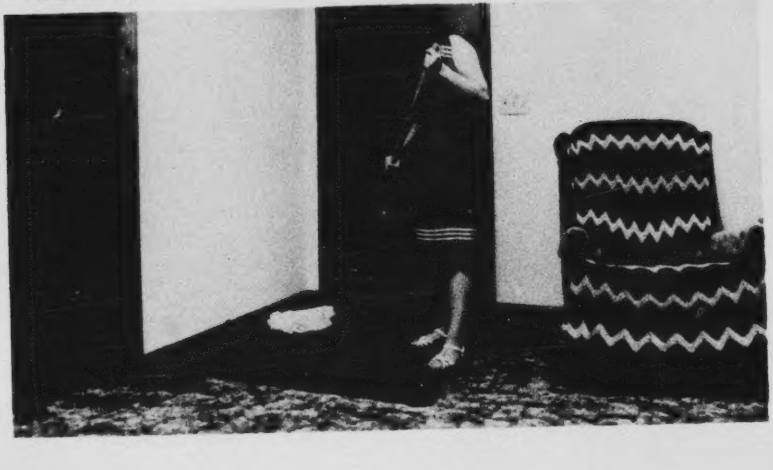
JOB SHEET #8

3. Wet mop floor using a mild detergent solution

(NOTE: Small areas may be cleaned using a hand scrub brush or washing cloth.)

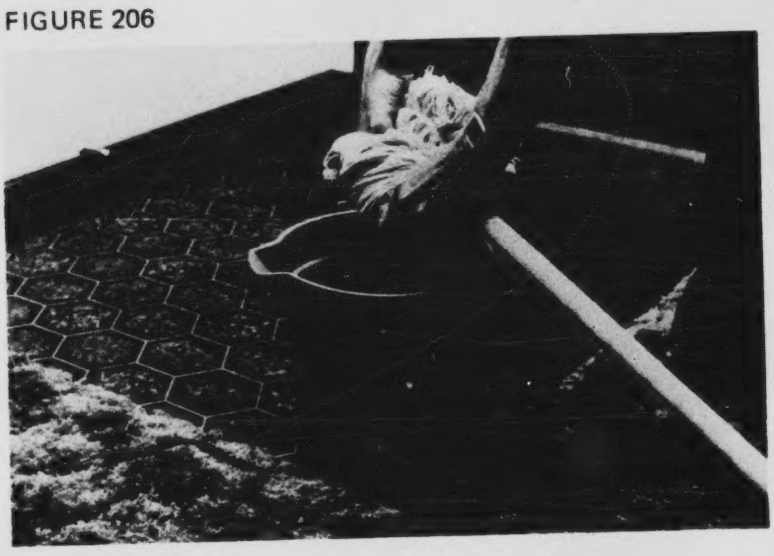
(CAUTION: DO NOT FLOOD FLOOR; WRING OUT MOP UNTIL DAMP.)

FIGURE 205



4. Rinse mop thoroughly and wring out until damp

FIGURE 206



GENERAL CLEANING
UNIT I

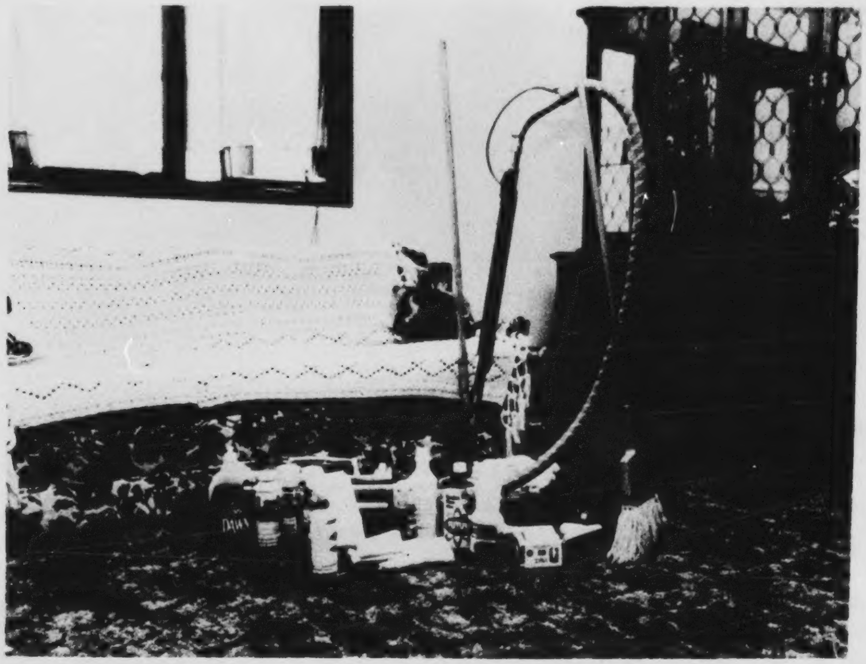
JOB SHEET #8--PERFORM MONTHLY OR PERIODIC LIVING ROOM CLEANING TASKS

(NOTE: This task could include such areas as dining room, family room, den, or study.)

I. Equipment and supplies (Figure 180)

- A. Dishwashing detergent
- B. Wastebasket liner
- C. Washing cloth
- D. Vacuum cleaner with attachments
- E. Broom
- F. Dust mop
- G. Wet mop
- H. Mild synthetic detergent
- I. Glass cleaner
- J. Furniture polish or wax
- K. Dusting cloth
- L. Floor finish
- M. Carpet shampoo
- N. Floor stripper
- O. Light bulbs

FIGURE 180

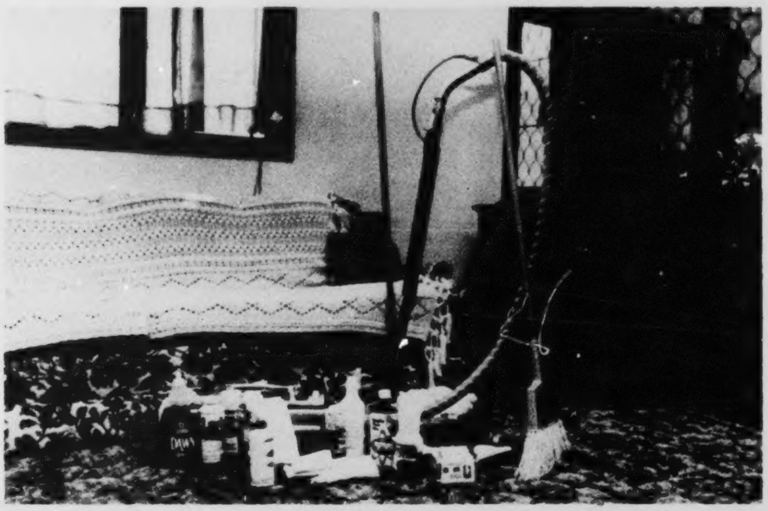


JOB SHEET #8

II. Procedure

A. Assemble necessary cleaning equipment and supplies (Figure 181)

FIGURE 181



B. Mix detergent solution following manufacturer's directions (Figure 182)

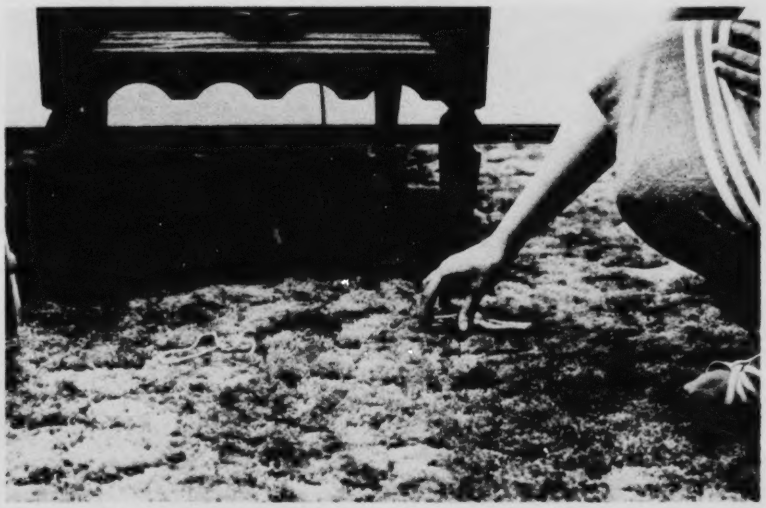
EXAMPLE: 64-to-1 solution of synthetic detergent =
1 ounce detergent + 64 ounces (2 quarts) water

FIGURE 182

JOB SHEET #8

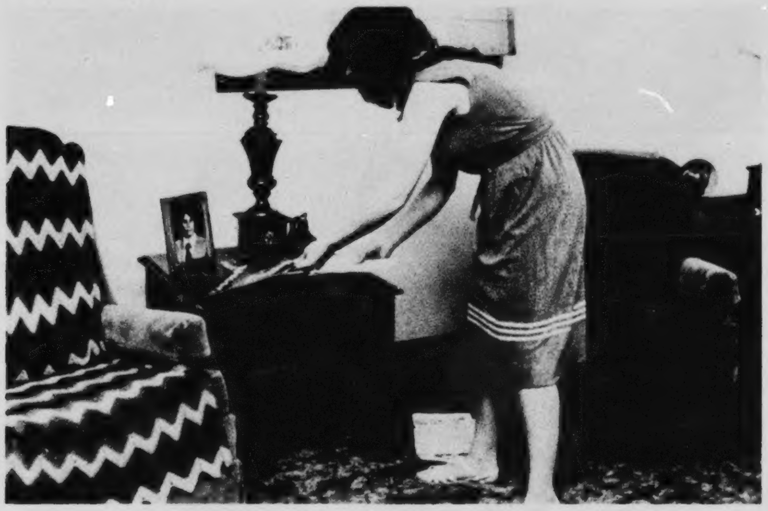
C. Pick up trash and litter from furniture and floor and discard in nearest wastebasket (Figure 183)

FIGURE 183



D. Pick up and sort newspapers, magazines, and mail, and place in proper area or throw away (Figure 184)

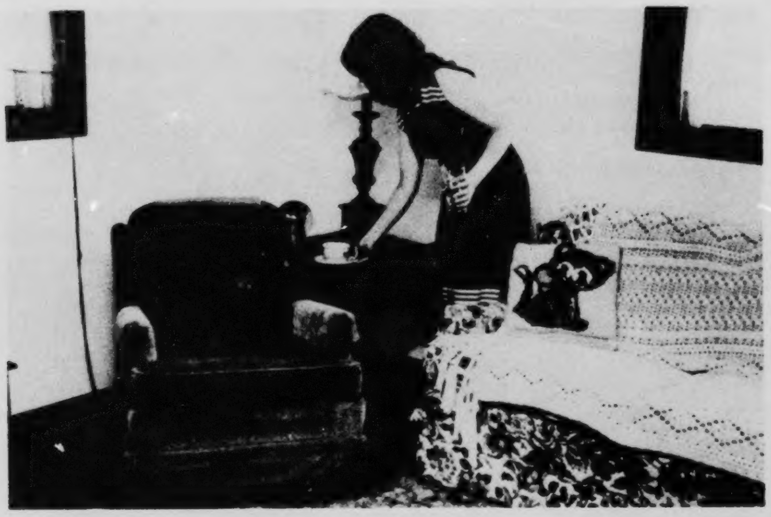
FIGURE 184



JOB SHEET #8

E. Pick up dirty dishes or glasses and return to kitchen (Figure 185)

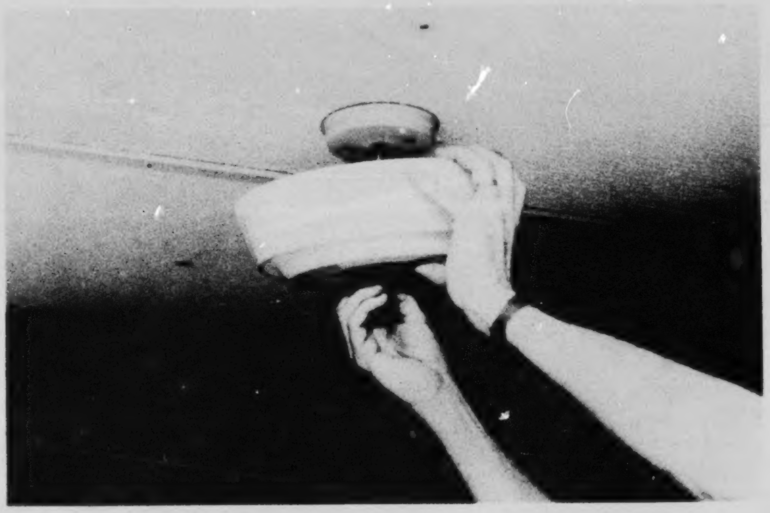
FIGURE 185



F. Remove overhead light fixtures and take to kitchen for cleaning (Figure 186)

(NOTE: Replace burned-out bulbs.)

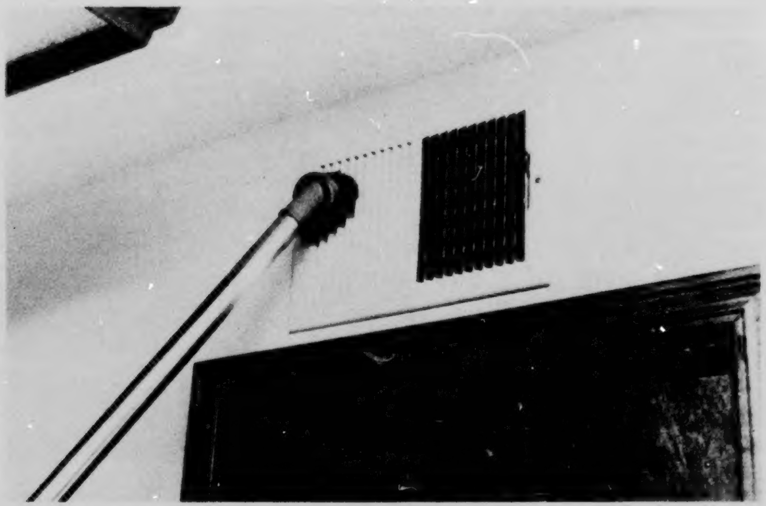
FIGURE 186



JOB SHEET #8

G. Vacuum or damp wipe overhead heating and cooling air registers and diffusers (Figure 187)

FIGURE 187



H. Empty ashtrays into wastebasket and take to kitchen for washing (Figure 188)

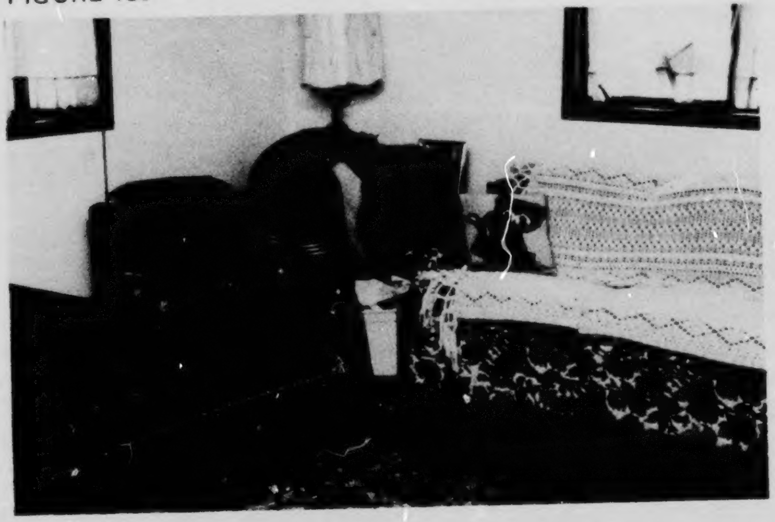
(CAUTION: MAKE SURE MATERIAL IN ASHTRAY IS COLD.)

FIGURE 188

JOB SHEET #8

I. Empty room wastebasket and replace liner if required (Figure 189)

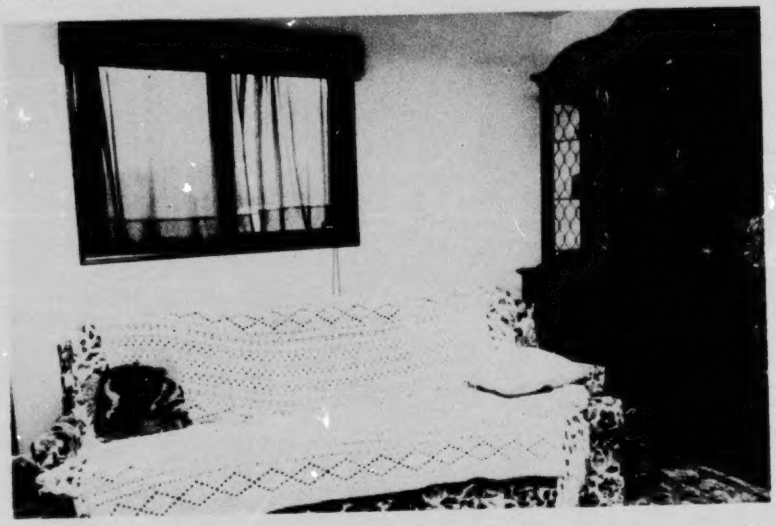
FIGURE 189



J. Move furniture away from walls (Figure 190)

EXAMPLES: Sofa, chairs, television

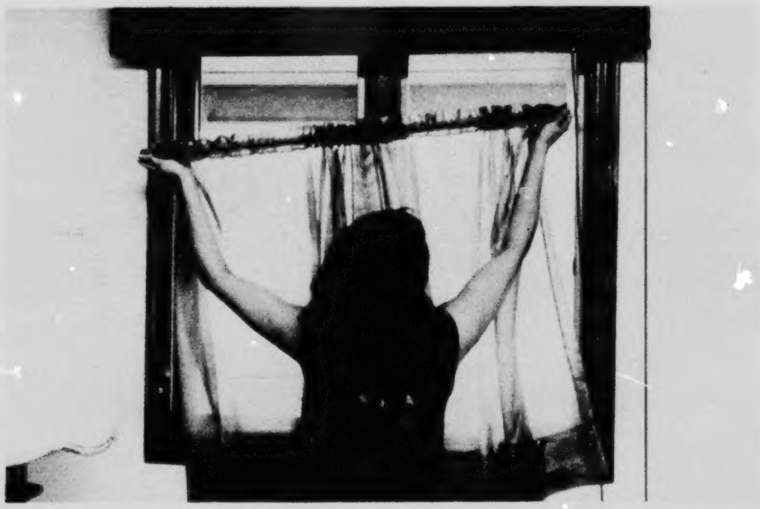
FIGURE 190



JOB SHEET #8

K. Remove curtains, shades, and drapes (Figure 191)

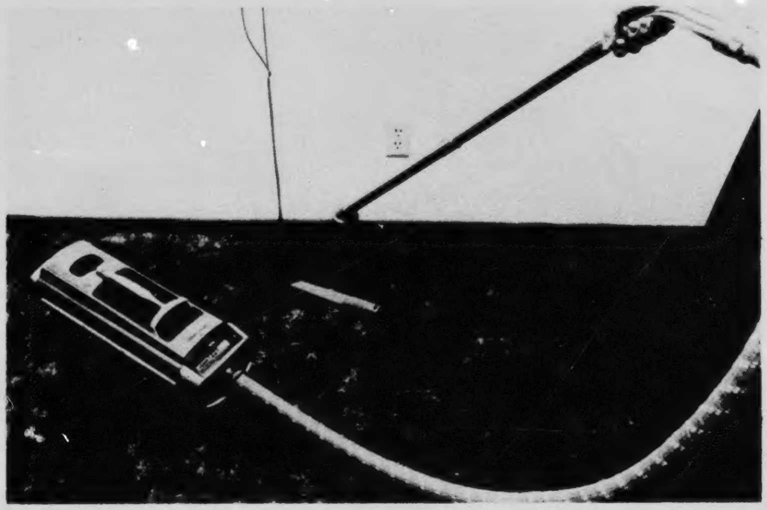
FIGURE 191



L. Clean walls (Figures 192-195)

1. Vacuum corners, baseboards, and edges using vacuum with extension wand, crevice, and dusting tool

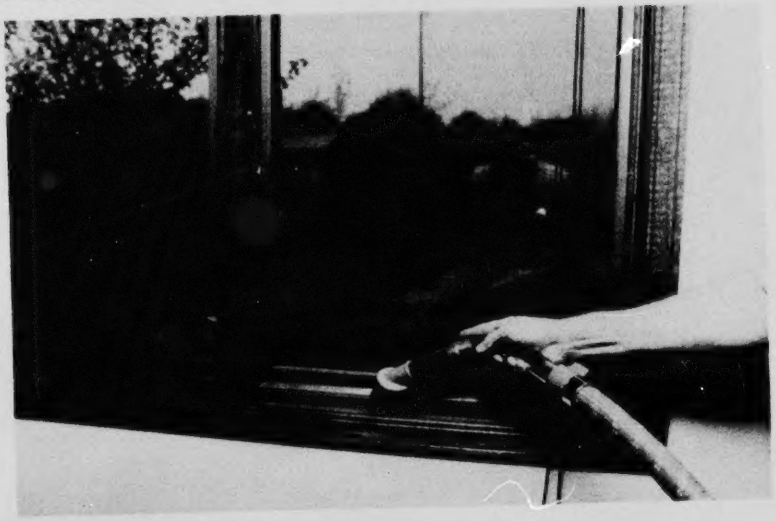
FIGURE 192



JOB SHEET #8

2. Vacuum windowsills

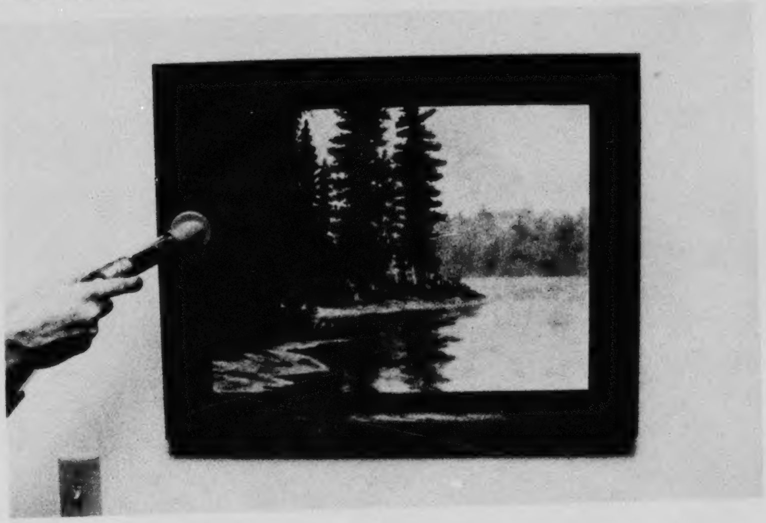
FIGURE 193



3. Vacuum or dust wall-hung pictures, mirrors, and plaques

(NOTE: Pictures may have to be removed from wall for cleaning.)

FIGURE 194

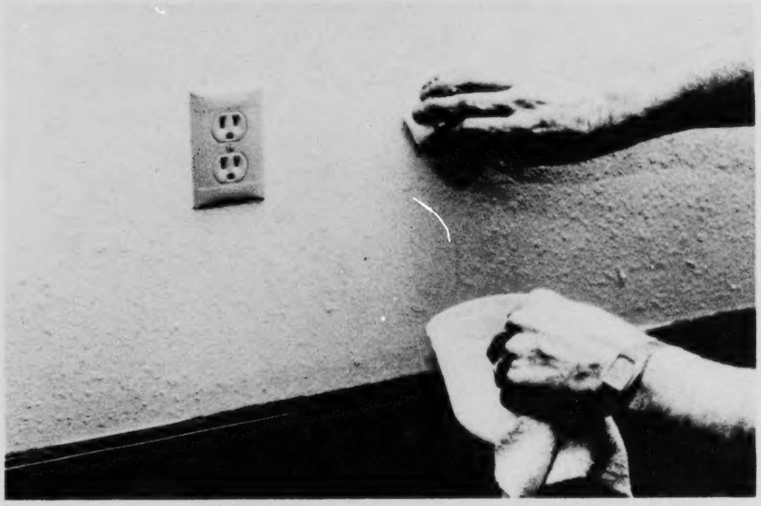


JOB SHEET #8

4. Spot clean walls using washing cloth dipped in detergent solution and wrung out

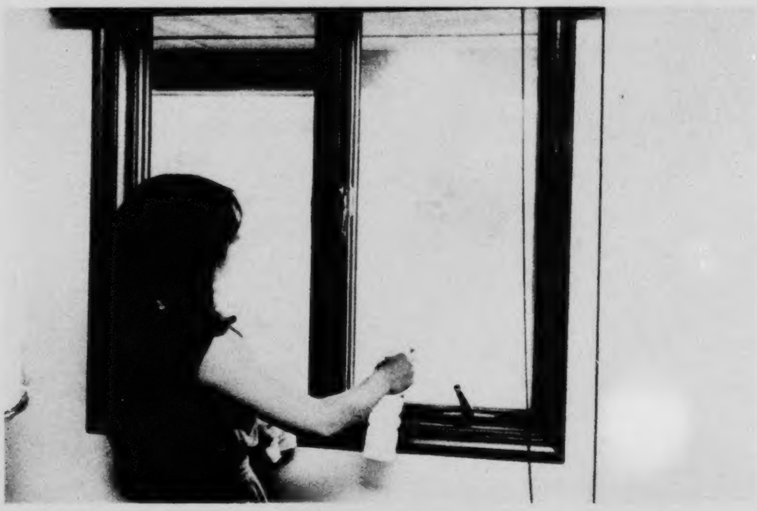
   (NOTE: Pay special attention to area around light switches.)

FIGURE 195



M. Clean inside windows (Figure 196; Job Sheet #4)

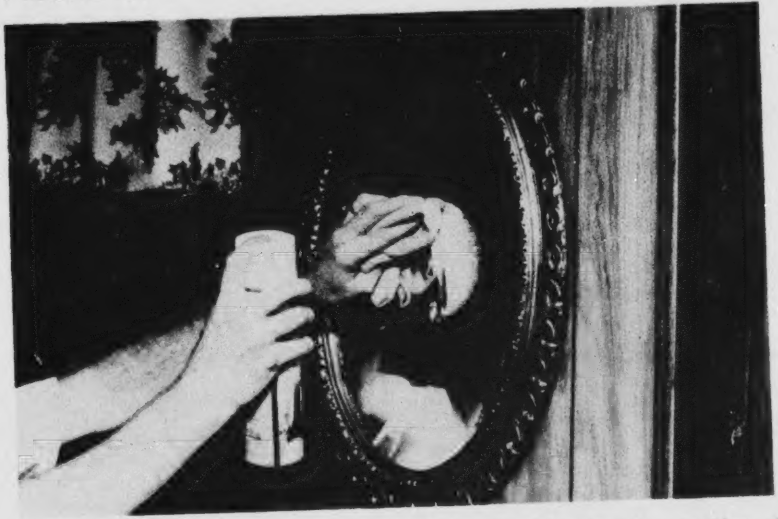
FIGURE 196



JOB SHEET #8

N. Clean mirrors and glass surfaces, using glass cleaner and dry cloths, paper towels, or newspapers (Figure 197)

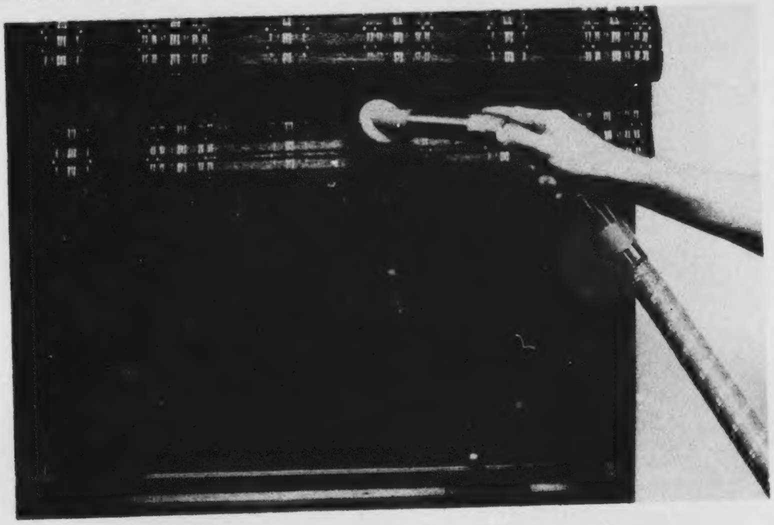
FIGURE 197



O. Vacuum, damp wipe, and dust curtains, drapes, and/or shades (Figure 198)

(NOTE: Cleaning method depends upon type of material; check with your supervisor.)

FIGURE 198



JOB SHEET #8

P. Rehang curtains, drapes, and/or shades (Figure 199)

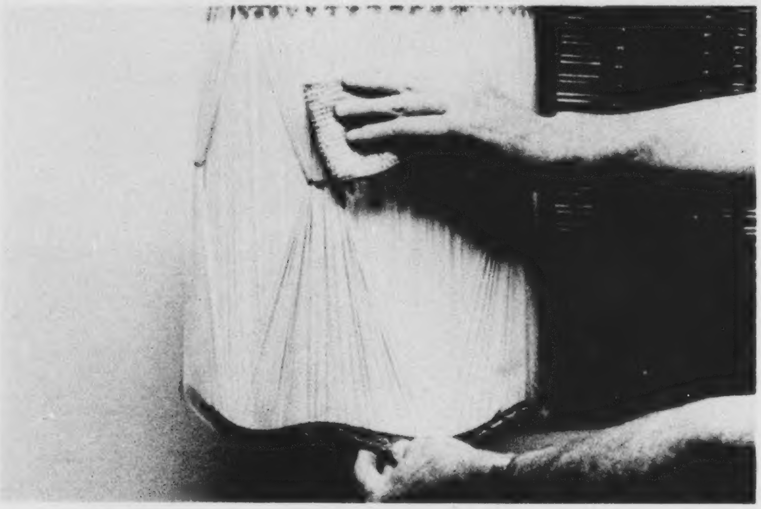
(NOTE: Cleaning may be easier if window coverings are rehung first.)

FIGURE 199

Q. Vacuum, damp wipe, or dust lamps and lampshades (Figure 200)

(NOTE: Cleaning method depends upon type of material; check with your supervisor.)

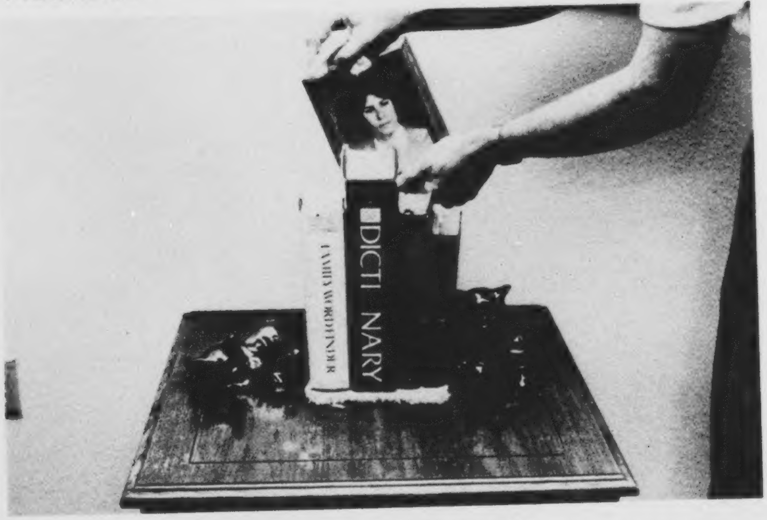
FIGURE 200



JOB SHEET #8

R. Vacuum, damp wipe, or dust books, non-hanging pictures, and other free-standing articles on shelves or tables (Figure 201)

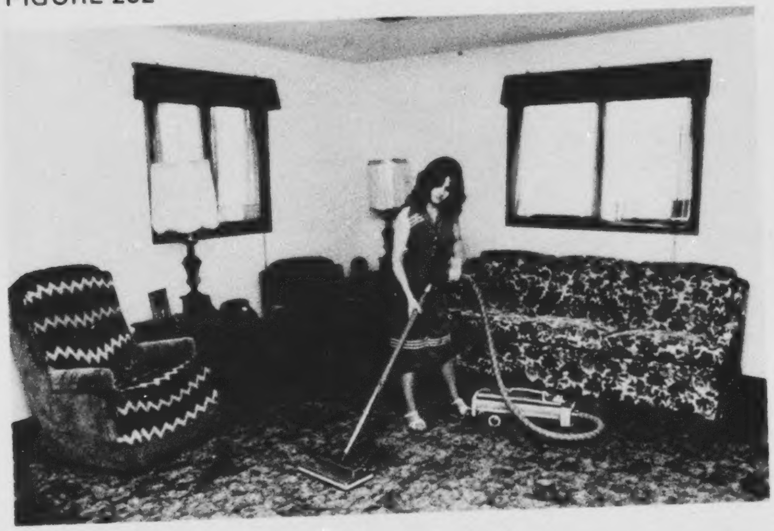
FIGURE 201



S. Vacuum carpeted floor, using back-and-forth motion; use an upright vacuum or a canister-type vacuum with a powerhead (Figure 202)

(NOTE: Vacuum behind and under all furniture; move furniture not previously moved.)

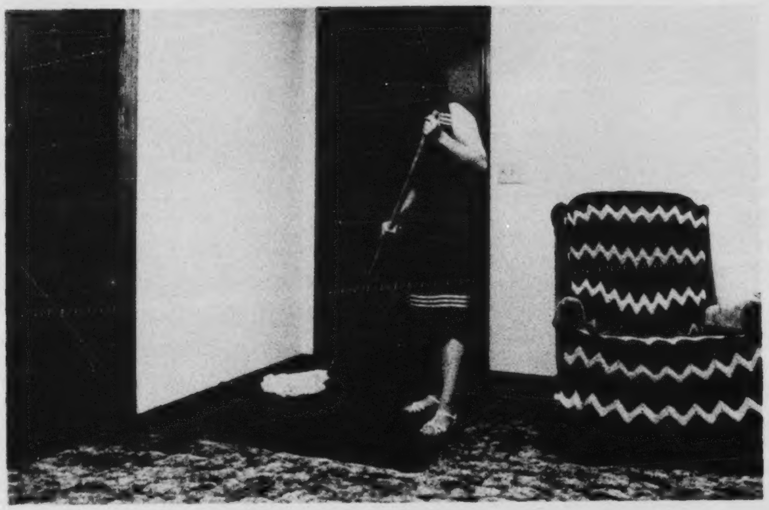
FIGURE 202



JOB SHEET #8

5. Rinse floor using cold water and damp mop

FIGURE 207



6. Let floor dry

FIGURE 208

11
12
1
2
3
4
5
6
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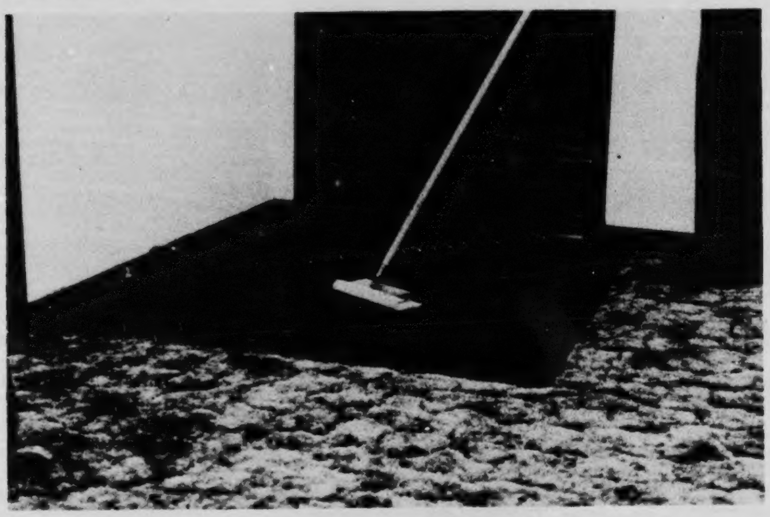
8
9
10

JOB SHEET #8

7. Apply a thin, even coat of floor finish

   (NOTE: This step may be omitted depending upon supervisor's guidelines.)

FIGURE 209



8. Let finish dry

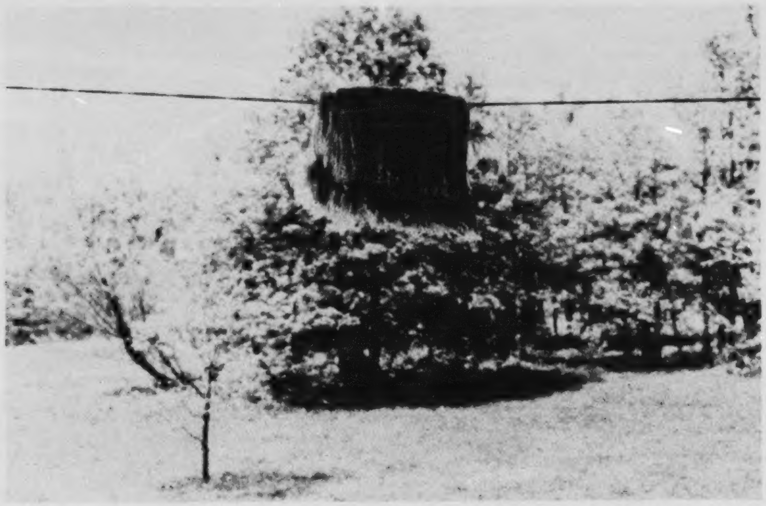
FIGURE 210

10
11
12
1
2
3
4
5
6
7
8
9

JOB SHEET #8

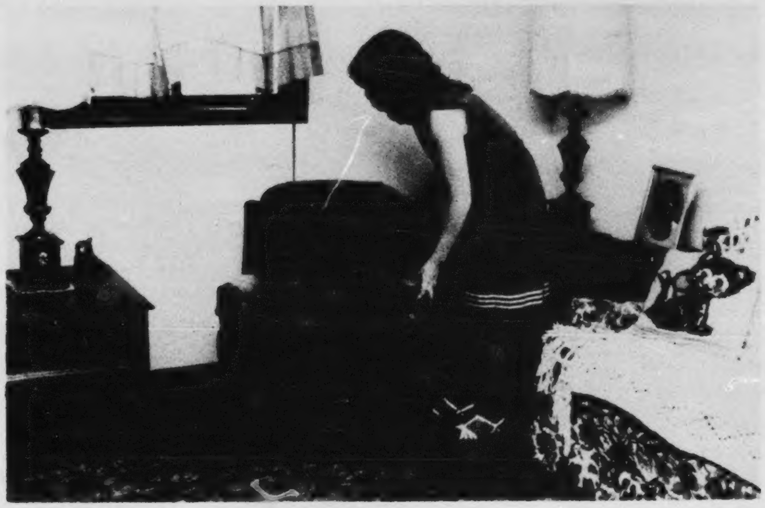
9. Clean floor equipment, and hang mop to dry

FIGURE 211



U. Return furniture to original location (Figure 212)

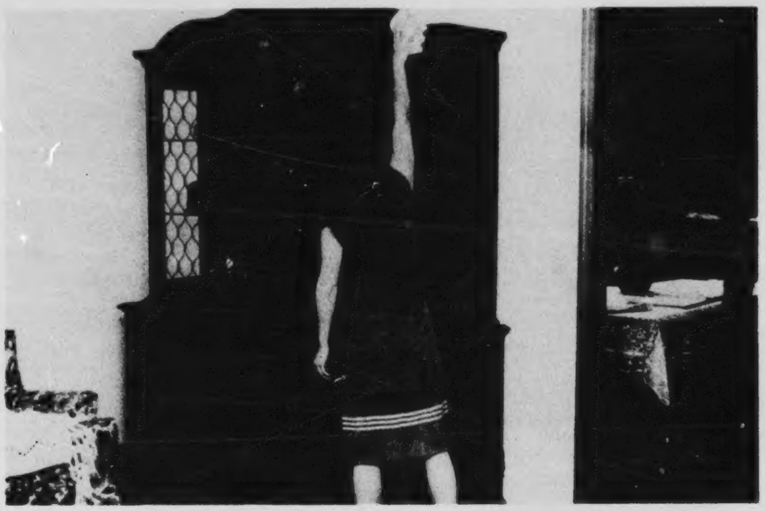
FIGURE 212



JOB SHEET #8

V. Dust or damp wipe all furniture not already cleaned (Figure 213)

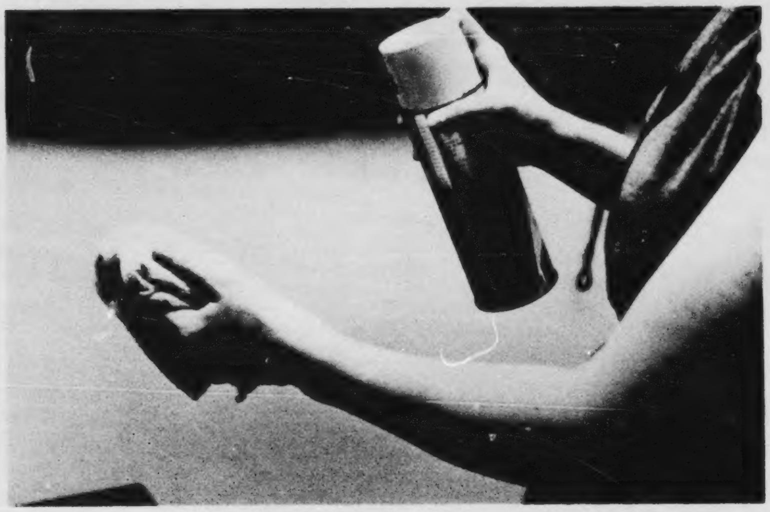
FIGURE 213



W. Polish all wood furniture, using a polishing cloth and correct polish, wax, or oil (Figure 214)

(NOTE: Read and follow manufacturer's directions.)

FIGURE 214

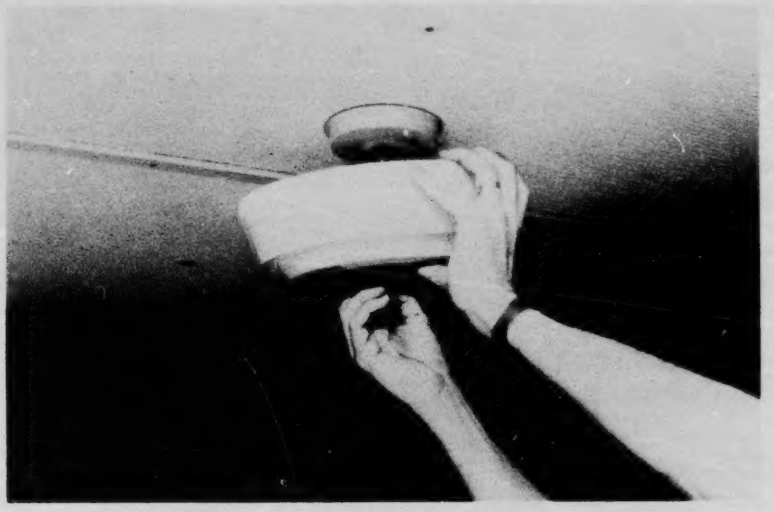


JOB SHEET #8

X. Replace clean overhead light fixture (Figure 215)

(NOTE: Light fixture may be washed during dishwashing time.)

FIGURE 215



Y. Optional cleaning procedures

(NOTE: These tasks are to be performed annually or as needed.)

1. Strip floor and refinish (Section A, Unit III, Job Sheet #8)
2. Shampoo carpet (Section A, Unit IV, Job Sheets #3-#6)
3. Shampoo upholstery (Section A, Unit IV, Job Sheet #7)
4. Treat and clean wood furniture (Job Sheet #2)
5. Wash windows inside and outside (Job Sheets #4 and #5)
6. Remove items from closets and damp wipe shelves

GENERAL CLEANING
UNIT I

JOB SHEET #9--MAKE A MITERED CORNER

I. Equipment and supplies (Figure 216)

   A. Bed sheet, blanket, or spread

   B. Bed

FIGURE 216

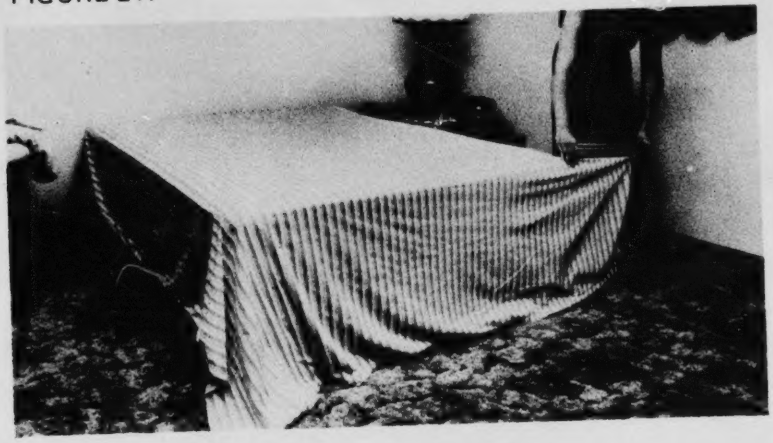
JOB SHEET #9

II. Procedure

A. Place sheet on mattress (Figure 217)

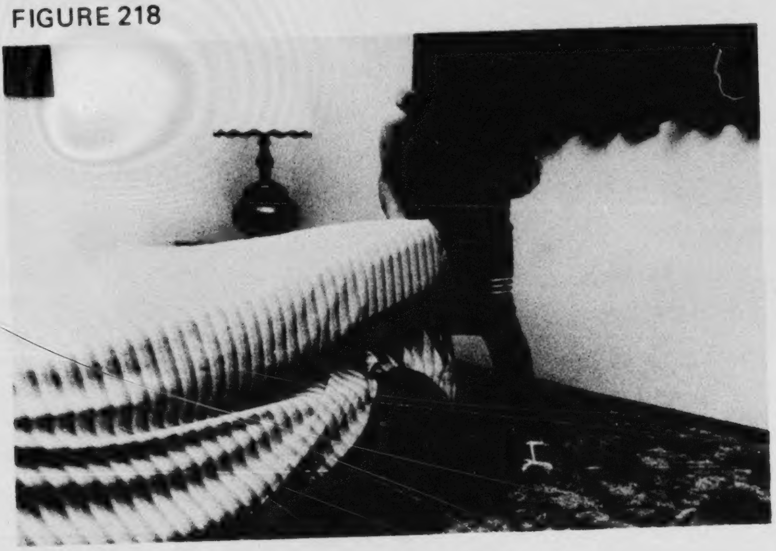
1. Center sheet with equal overhang on both sides
2. Leave about 12 inches of surplus at corner to be mitered

FIGURE 217



B. Lift end of mattress and tuck under surplus length of sheet (Figure 218)

FIGURE 218

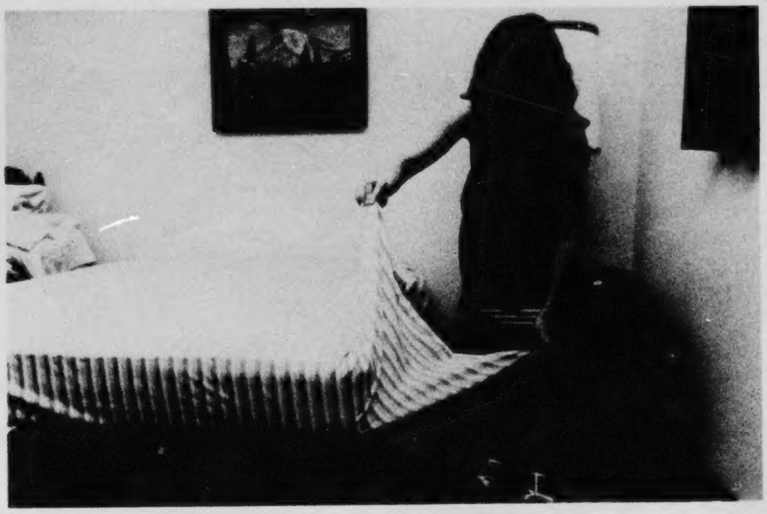


JOB SHEET #9

C. Pick up edge of sheet with one hand and pull tucked surplus tight with other hand (Figure 219)

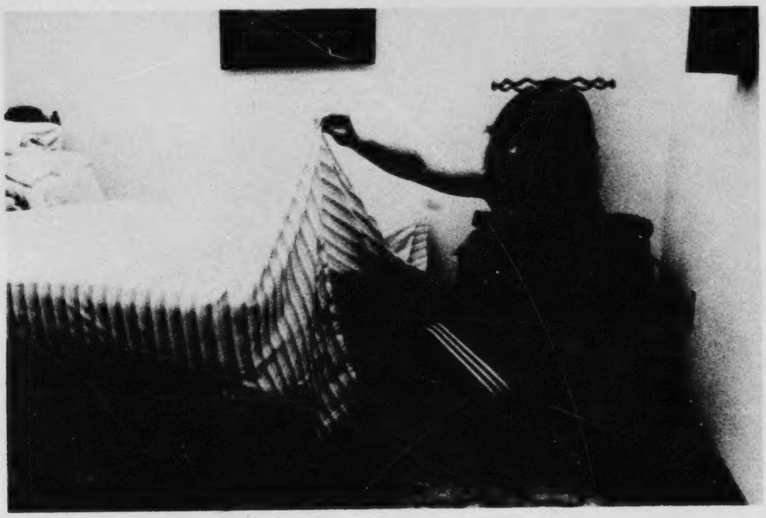
(NOTE: Pull end out and toward other end of mattress.)

FIGURE 219



D. Let go with bottom hand, and let sheet fall free (Figure 220)

FIGURE 220

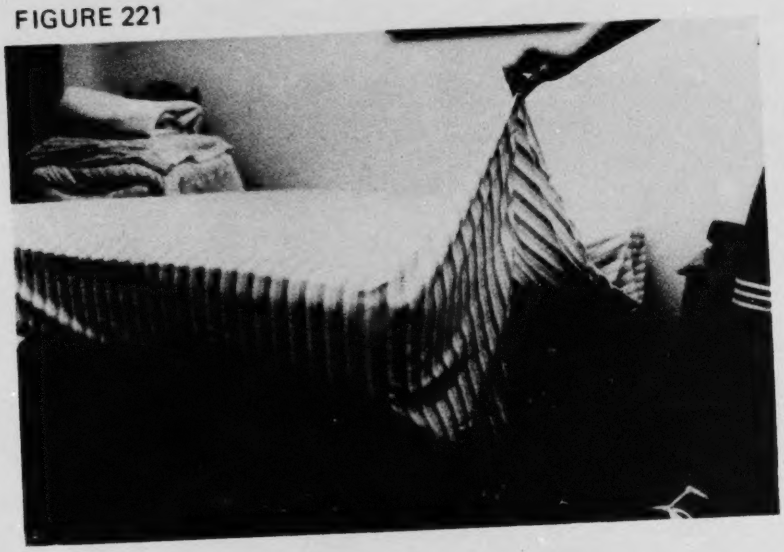


JOB SHEET #9

E. Pick up edge of sheet so that it forms a triangle, with the side edge of sheet held perpendicular (straight up and down) to the mattress (Figure 221)

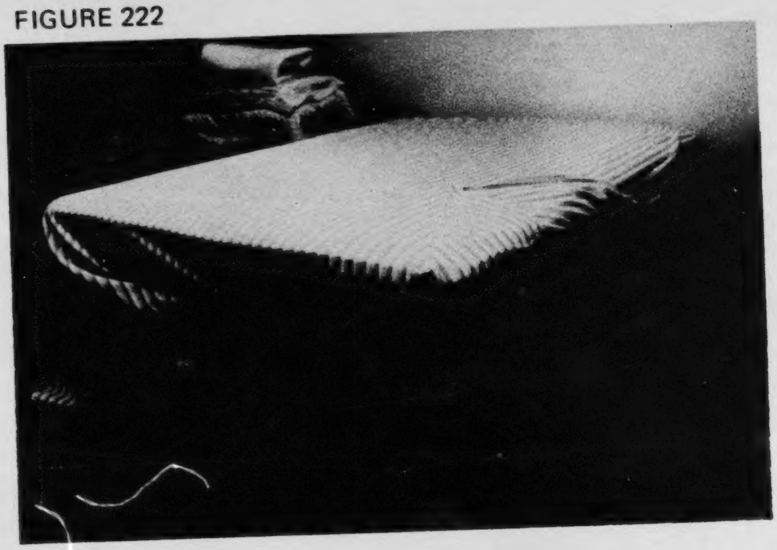
(NOTE: Grasp edge of sheet about 2 feet from corner.)

FIGURE 221



F. Lay folded corner on mattress (Figure 222)

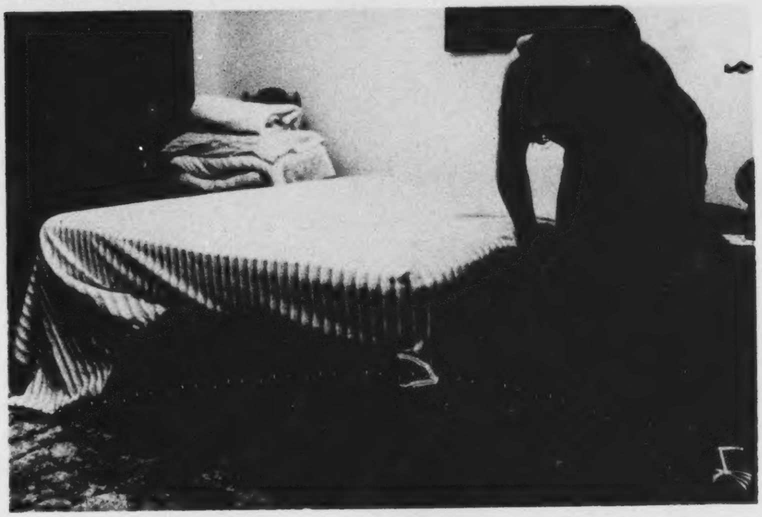
FIGURE 222



JOB SHEET #9

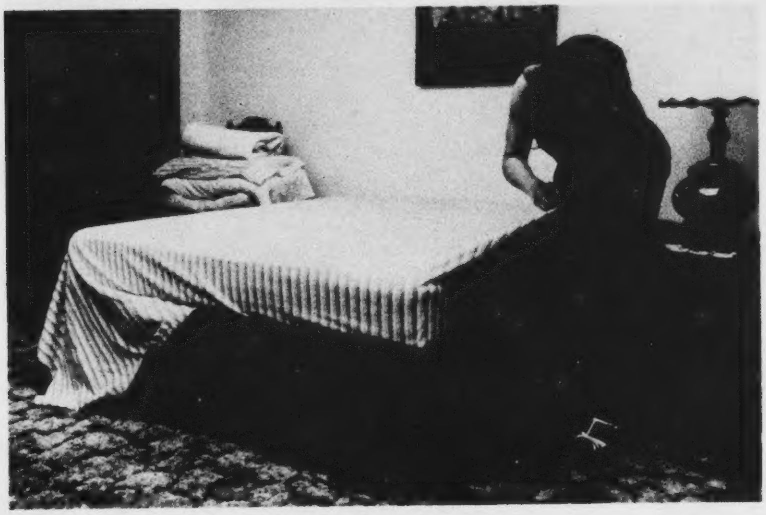
G. Tuck hanging part under mattress (Figure 223)

FIGURE 223



H. Hold sheet in place against mattress; with other hand, pick up corner of folded part from top of mattress (Figure 224)

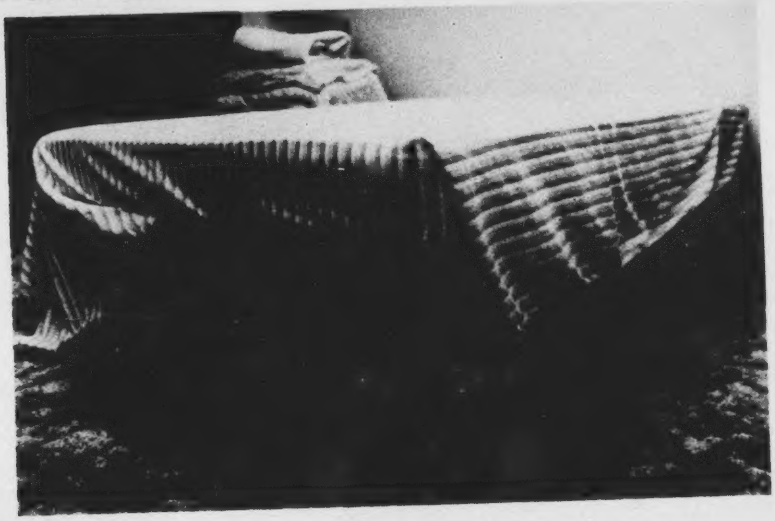
FIGURE 224



JOB SHEET #9

I. Drop corner of sheet over side of mattress (Figure 225)

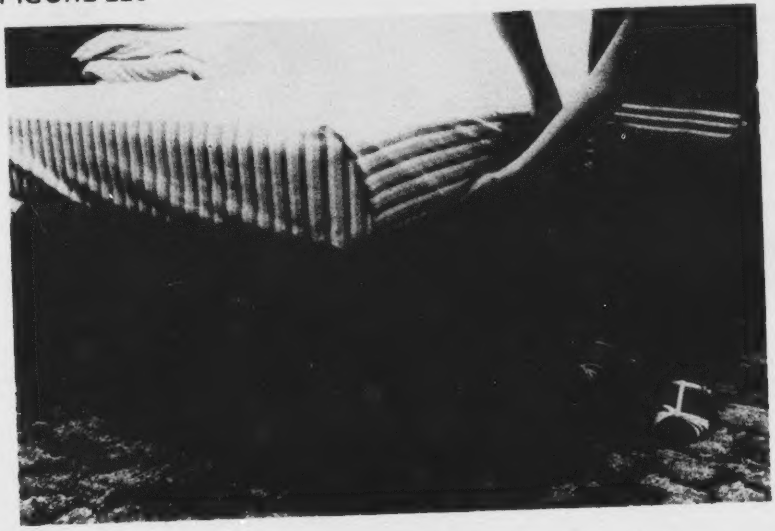
FIGURE 225



J. Tuck sheet under mattress along the side from head to foot (Figure 226)

(NOTE: This step may be omitted depending upon employer's guidelines.)

FIGURE 226



GENERAL CLEANING
UNIT I

JOB SHEET #10--MAKE A BED USING CLEAN LINEN

I. Equipment and supplies (Figure 227)

A. Clean bottom sheet

B. Clean top sheet

C. Clean pillowcases

D. Bed

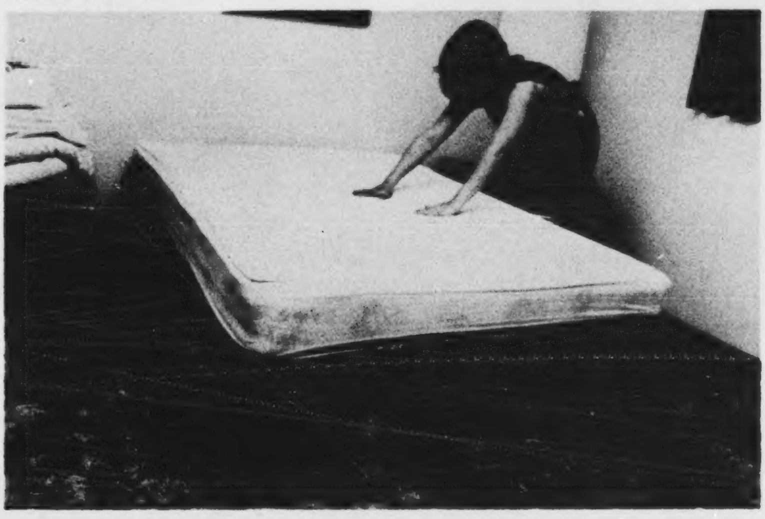
FIGURE 227

JOB SHEET #10

II. Procedure

A. Straighten and smooth out mattress pad if provided (Figure 228)

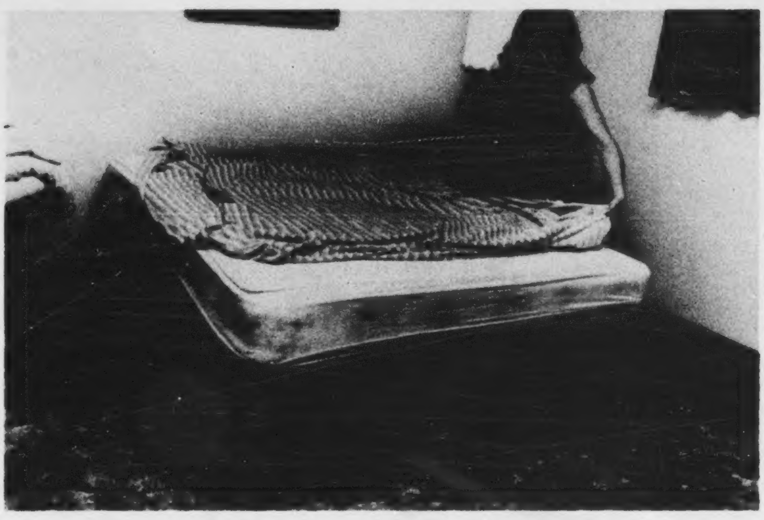
FIGURE 228



B. Install fitted-type bottom sheet (Figures 229-234)

1. Spread sheet over mattress

FIGURE 229

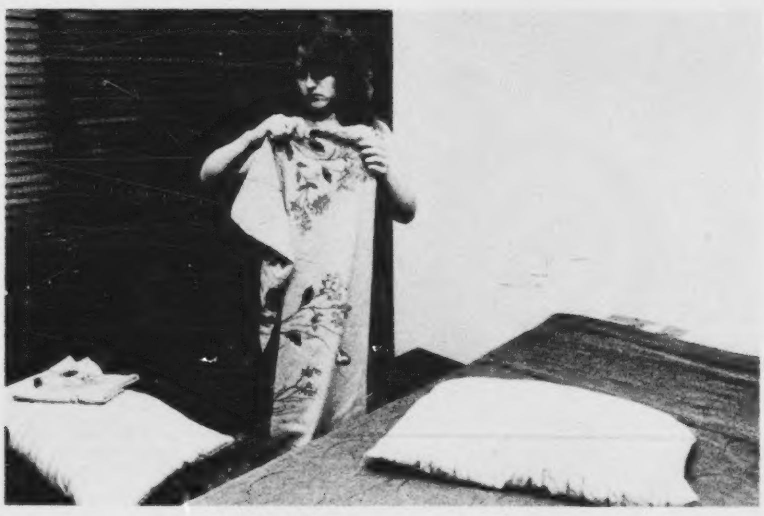


JOB SHEET #10

T. Put clean pillowcase on pillows (Figures 256-261)

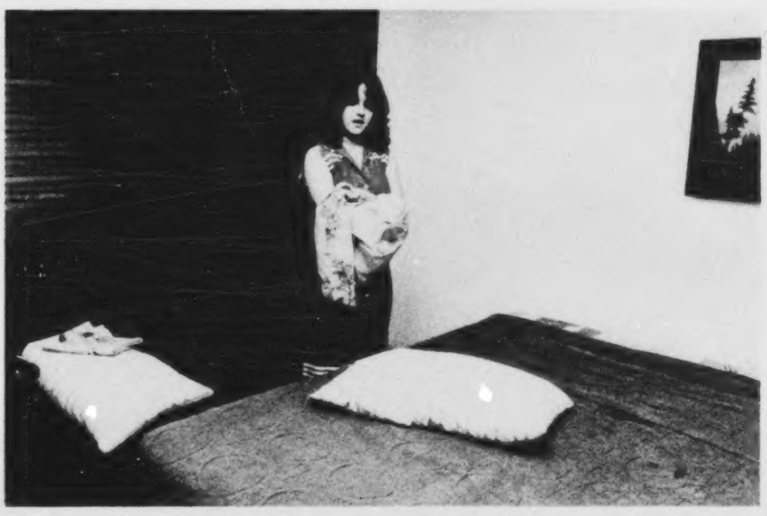
1. Pick up one pillowcase and hold at center of closed end

FIGURE 256



2. Fold pillowcase wrong-side-out over hand and arm

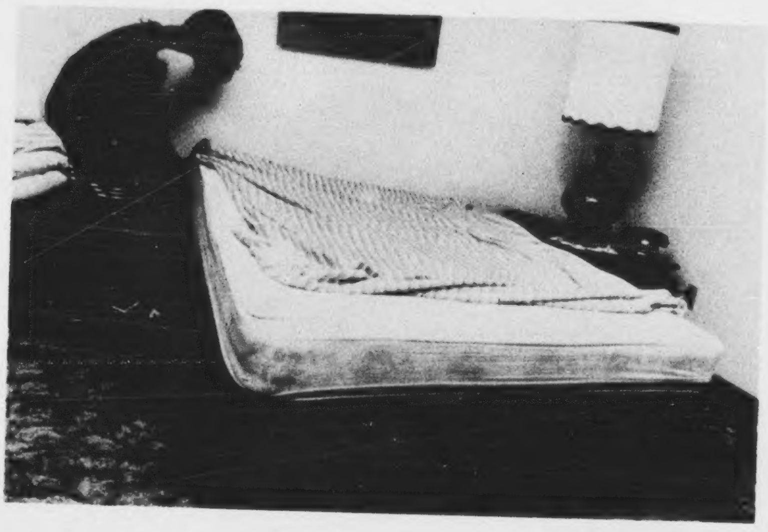
FIGURE 257



JOB SHEET #10

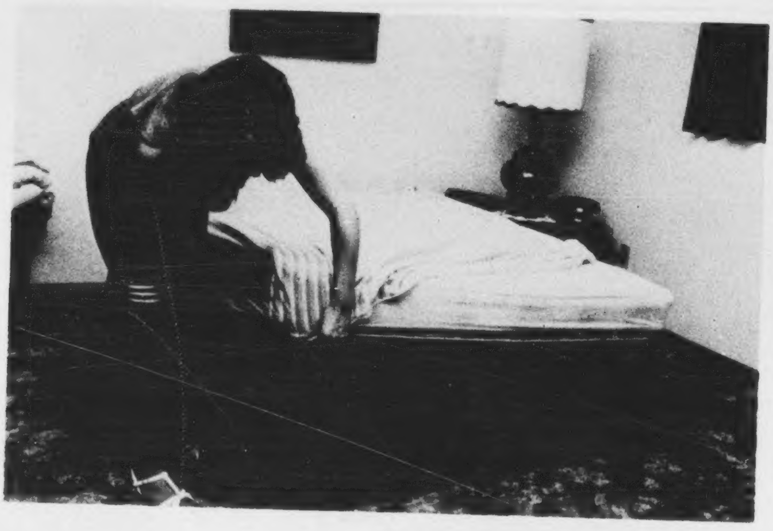
2. Lift upper corner of mattress and slip upper corner of sheet over corner of mattress

FIGURE 230



3. Lift lower corner of mattress and slip lower corner of sheet over corner of mattress

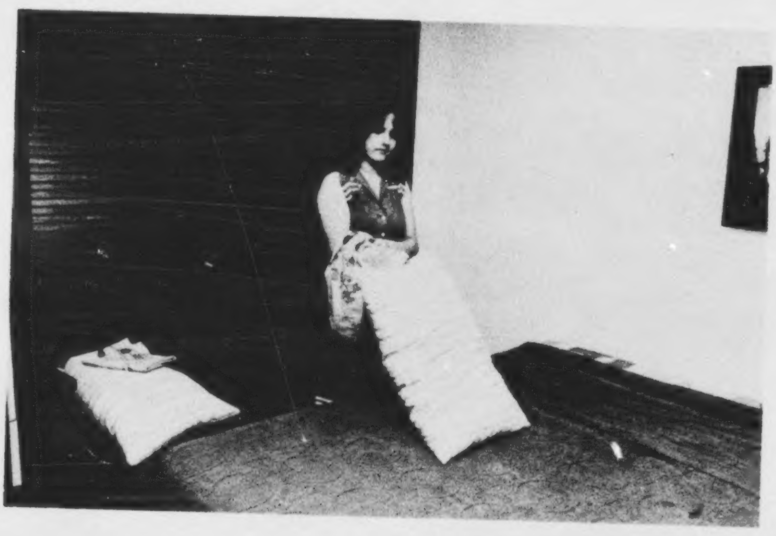
FIGURE 231



JOB SHEET #10

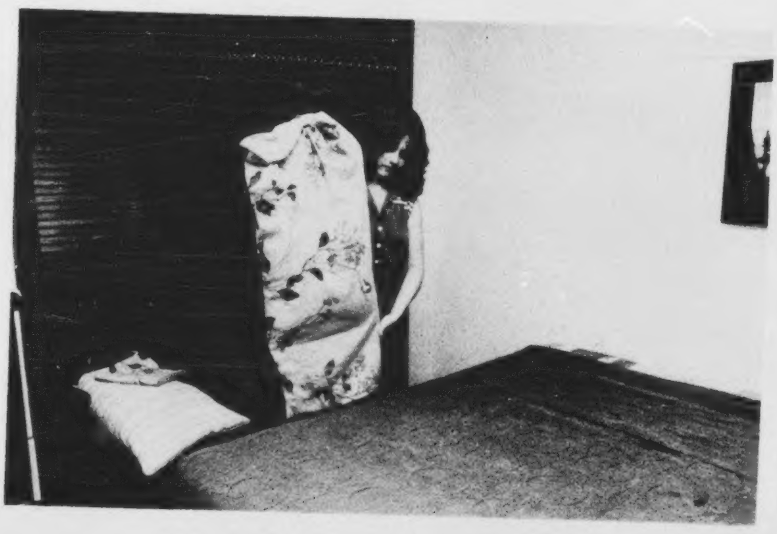
3. Grasp pillow at center of one end with hand holding pillowcase

FIGURE 258



4. Unfold pillowcase from arm working down over pillow

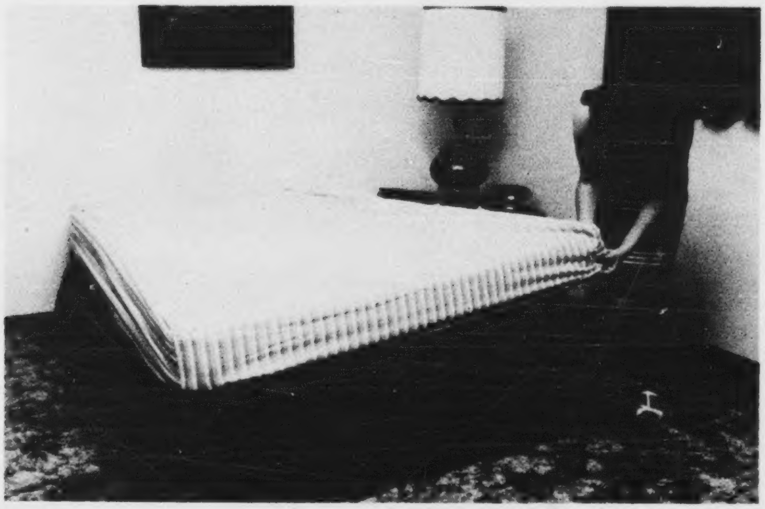
FIGURE 259



JOB SHEET #10

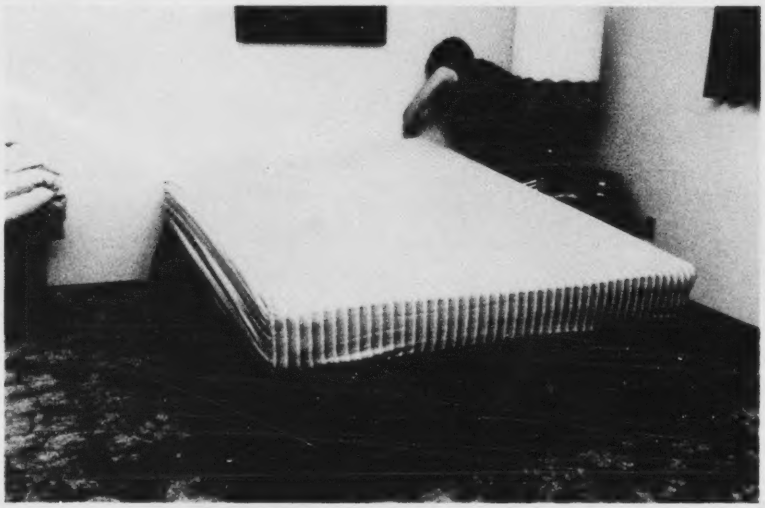
4. Move to other side of bed, and lift lower corner of mattress; and slip lower corner of sheet over corner of mattress

FIGURE 232



5. Lift upper corner of mattress and slip upper corner of sheet over upper corner of mattress

FIGURE 233

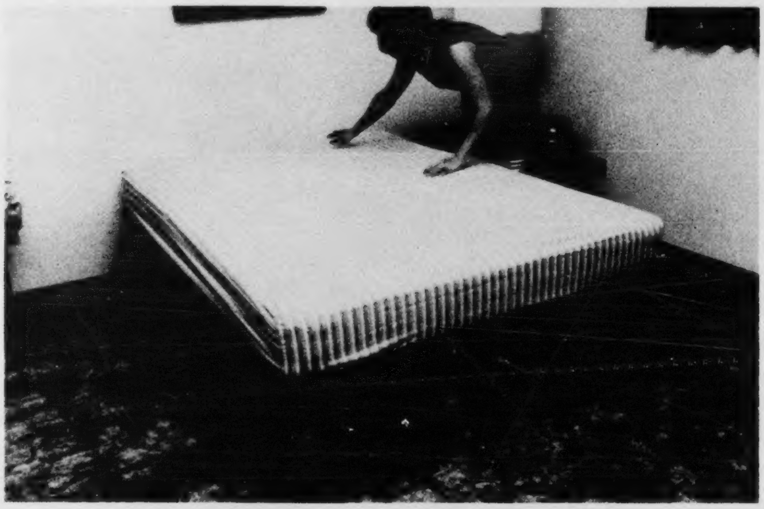


JOB SHEET #10

6. With palm of hand, smooth out any wrinkles, working from center out

   (NOTE: Pull out and down on edges of sheet to help sheet conform to shape of mattress.)

FIGURE 234

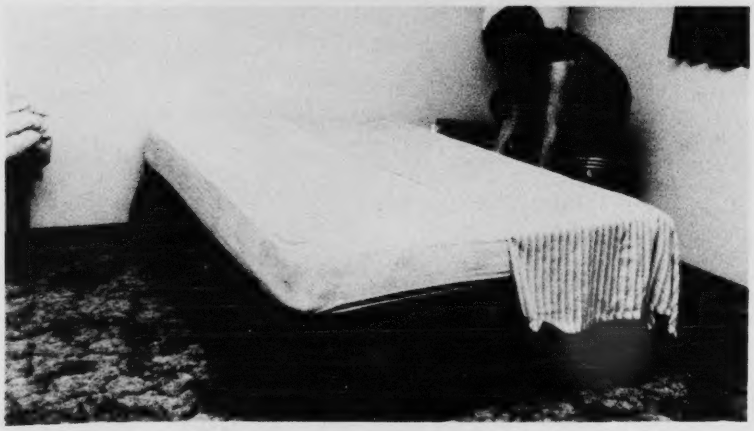


C. Install flat-type bottom sheet (Figures 235-239)

   1. Unfold bottom sheet on bed using center fold for a guide to center sheet on mattress

      (NOTE: If sheet is short, place top edge of sheet even with top edge of mattress, leaving excess at foot so that lower corners can be mitered.)

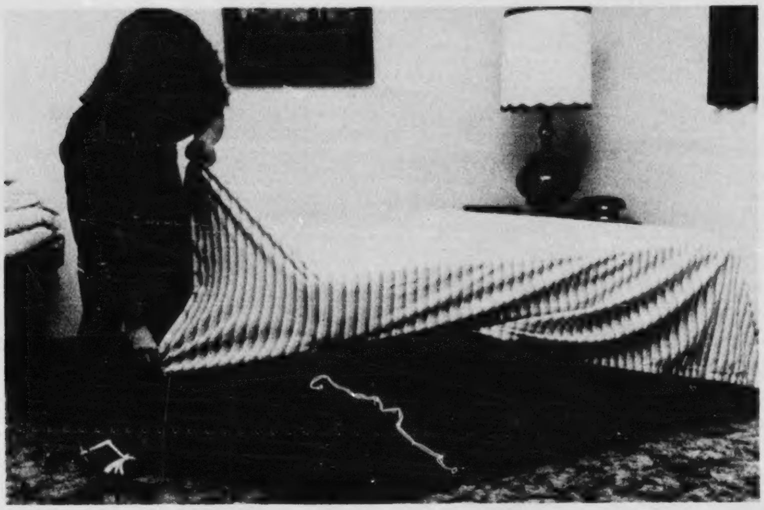
FIGURE 235



JOB SHEET #10

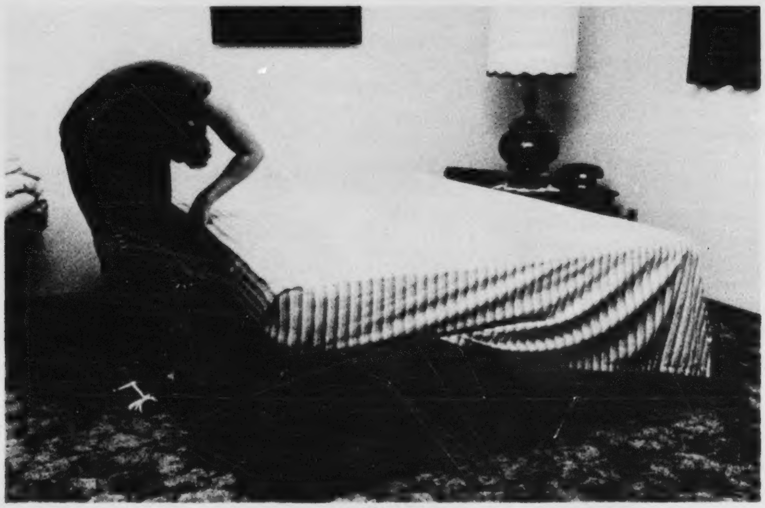
2. Miter upper and lower corners of bottom sheet (Job Sheet #9)

FIGURE 236



3. Tuck in sheet along sides

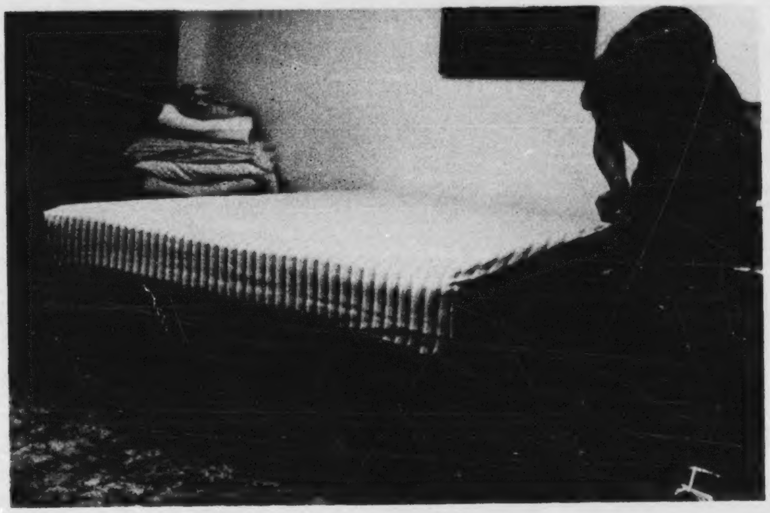
FIGURE 237



JOB SHEET #10

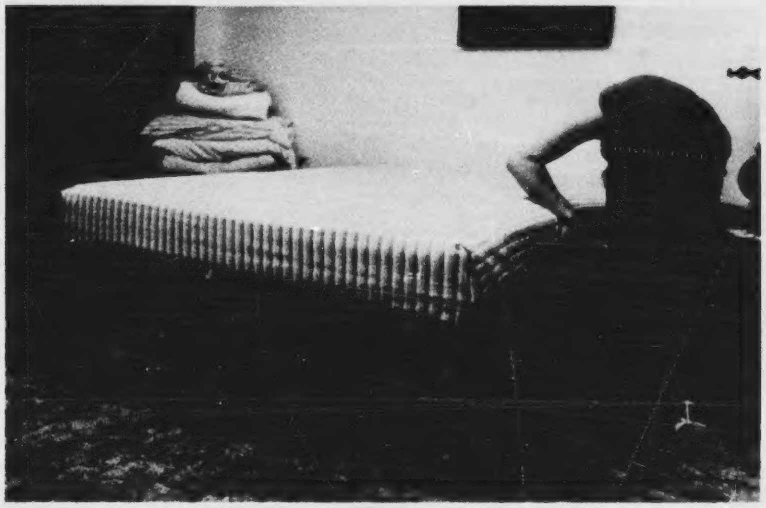
4. Move to other side of bed and miter upper and lower corners (Job Sheet #9)

FIGURE 238



5. Tuck in sheet along sides

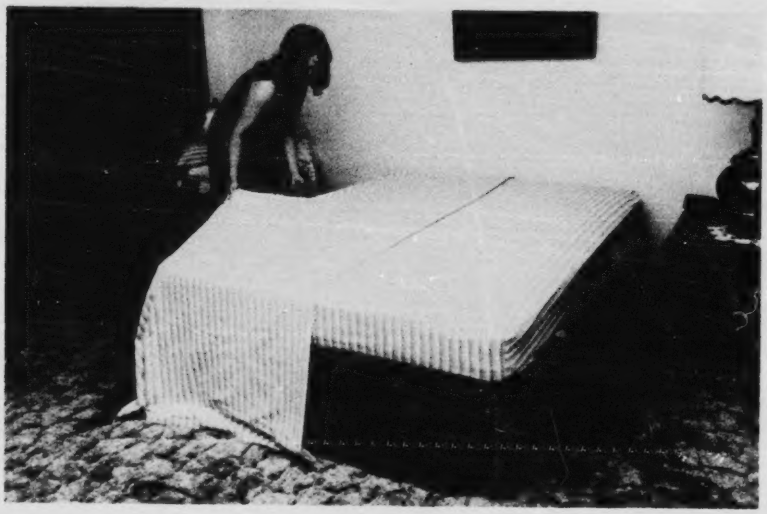
FIGURE 239



JOB SHEET #10

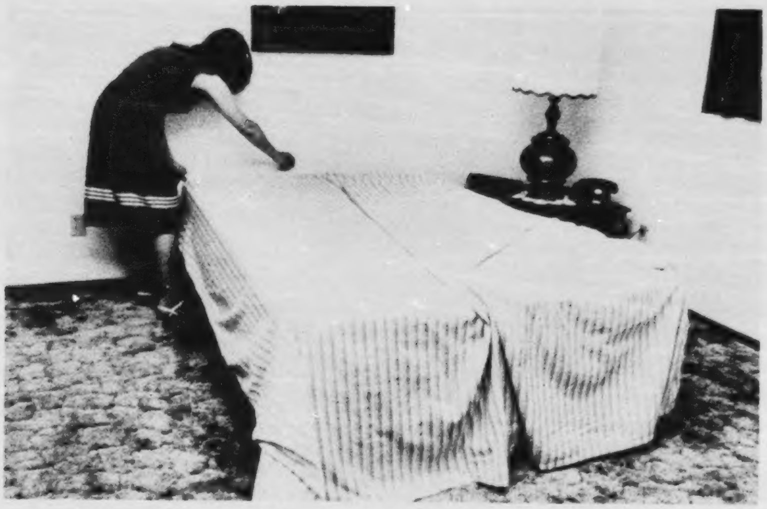
D. Place top sheet on bed and unfold, using center fold for a guide to center sheet on mattress (Figure 240)

FIGURE 240



E. Place top edge of sheet even and square with top edge of mattress (Figure 241)

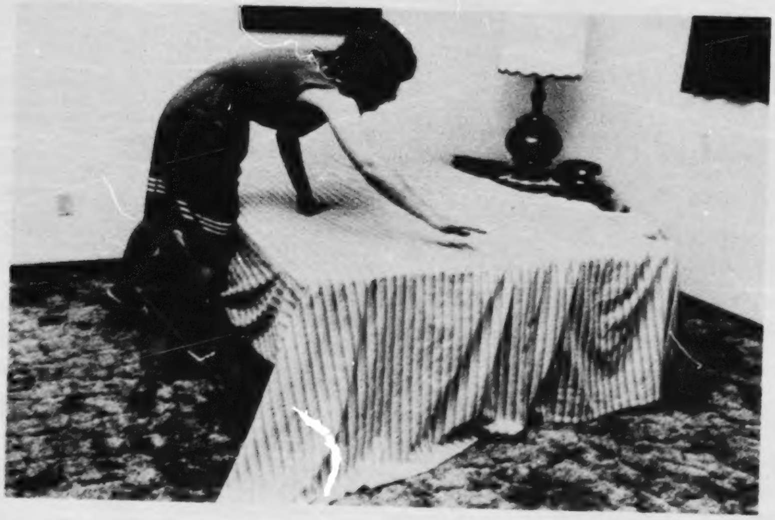
FIGURE 241



JOB SHEET #10

F. Smooth out wrinkles using palm of hand and working from center out and toward bottom of sheet (Figure 242)

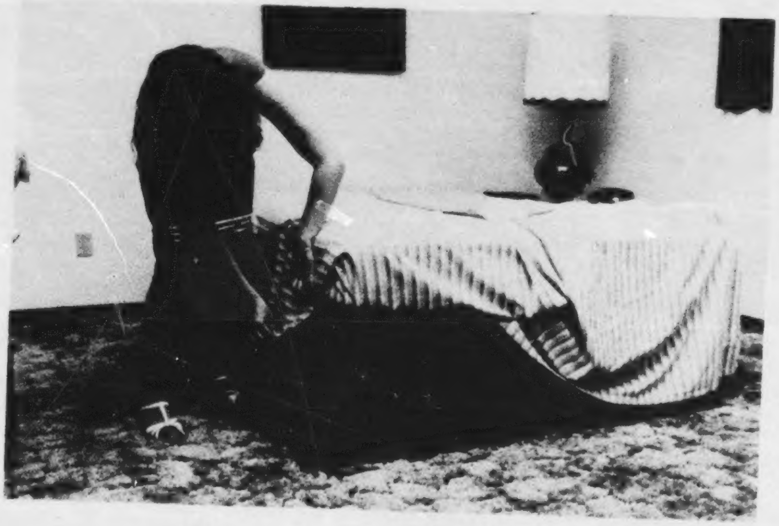
FIGURE 242



G. Tuck excess overhang at bottom under mattress and miter corner (Figure 243)

(NOTE: Do not tuck in side.)

FIGURE 243

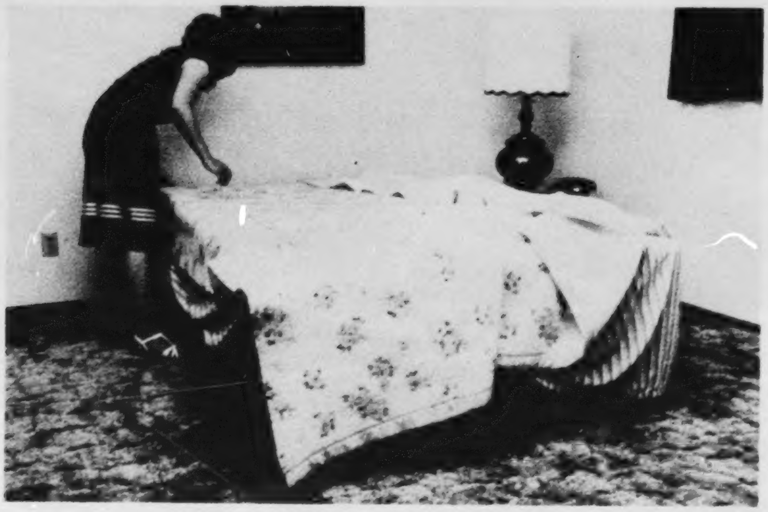


JOB SHEET #10

H. Place blanket on bed allowing for equal overhang on sides; place top edge even with top edge of top sheet or 1 to 2 inches below (Figure 244)

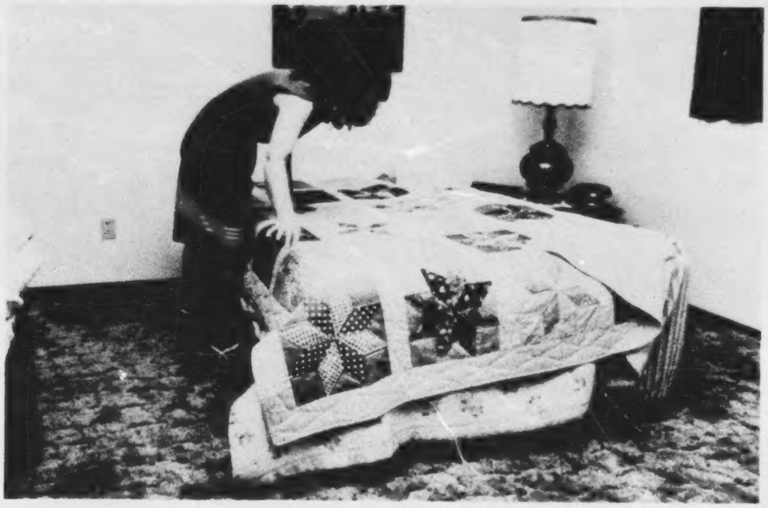
(NOTE: If top sheet is to be folded back over blanket, allow space for cuff.)

FIGURE 244



I. Place quilt on bed, and center on mattress with top edge even with top edge of blanket (Figure 245)

FIGURE 245

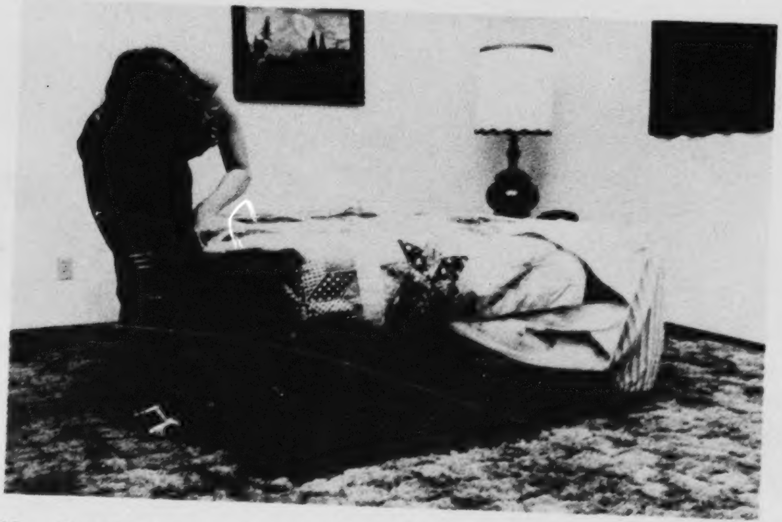


JOB SHEET #10

J. Miter lower corner of blanket and quilt (Figure 246)

(NOTE: Do not tuck in sides.)

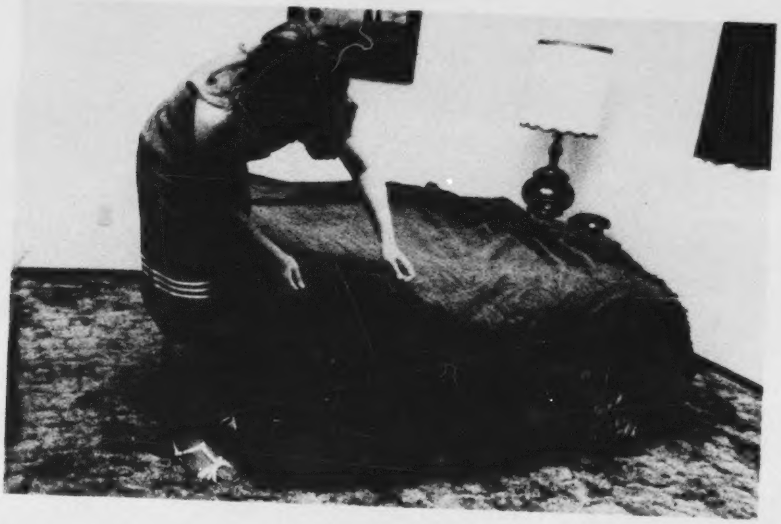
FIGURE 246



K. Place spread on bed; center with equal overhang on sides and at foot (Figure 247)

(NOTE: Use pattern, lines, and edges to center spread.)

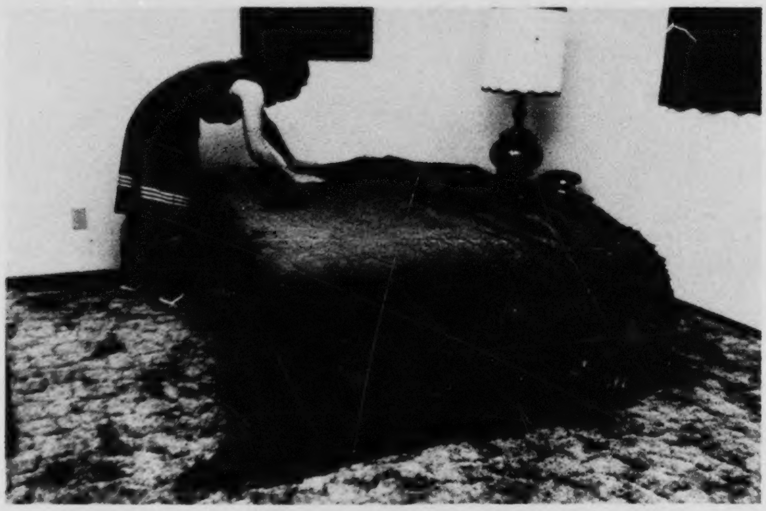
FIGURE 247



JOB SHEET #10

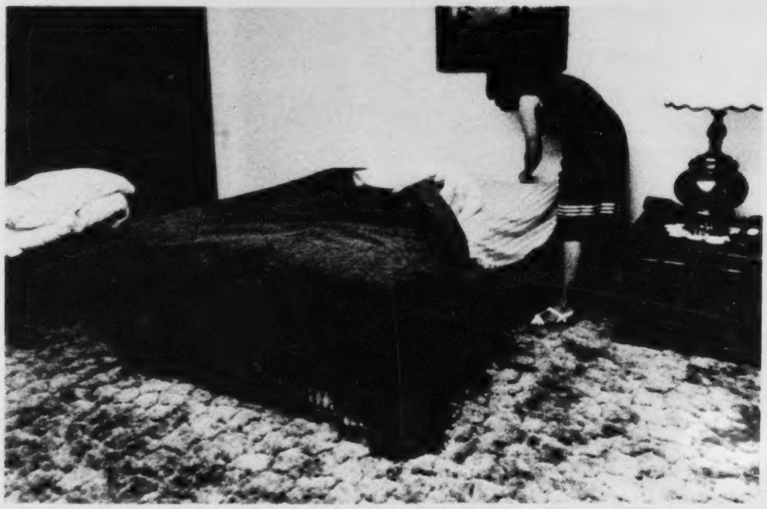
L. Fold back spread at top, exposing 12 inches of blanket (Figure 248)

FIGURE 248



M. Move to other side of bed and smooth out top sheet, lining up top edge with top edge of mattress (Figure 249)

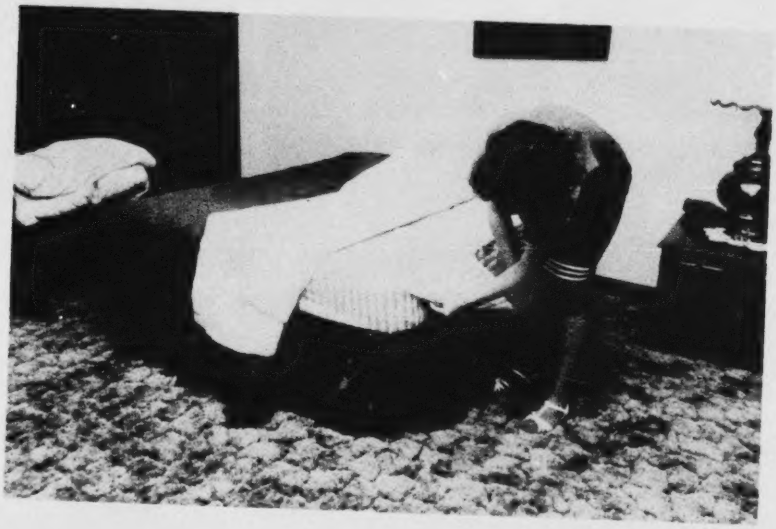
FIGURE 249



JOB SHEET #10

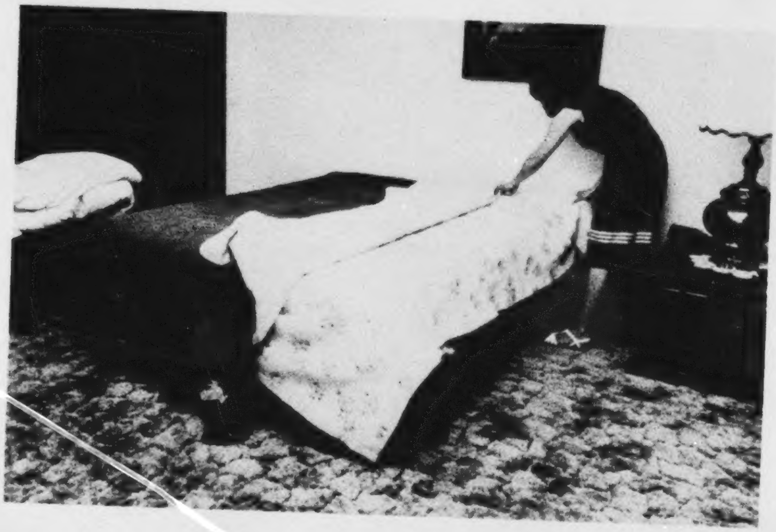
N. Tuck excess under foot of mattress and miter lower corner (Figure 250)

FIGURE 250



O. Smooth out blanket, squaring top edge with top edge of top sheet or leaving blanket 1 to 2 inches below sheet (Figure 251)

FIGURE 251

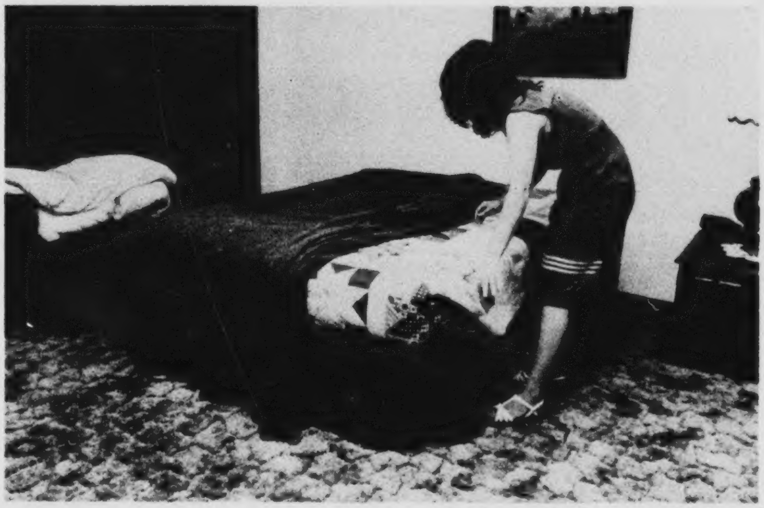


JOB SHEET #10

P. Smooth out quilt (Figure 252)

(NOTE: If quilt is used, it would be mitered with blanket.)

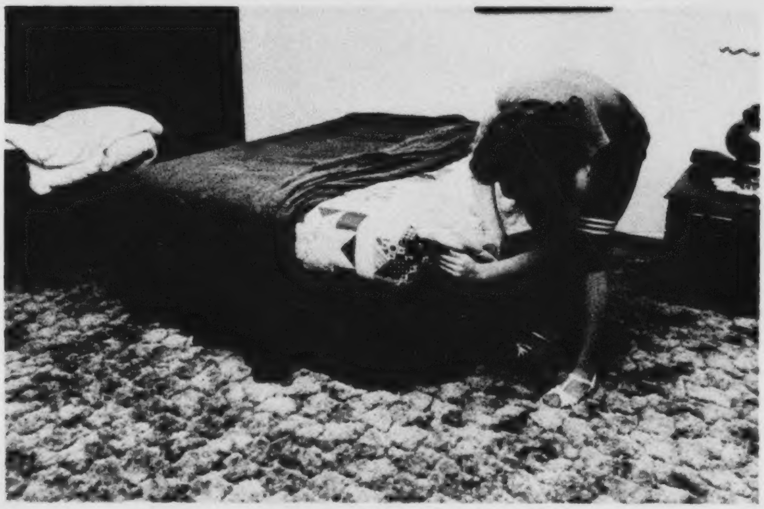
FIGURE 252



Q. Miter lower corner of blanket (Figure 253)

(NOTE: Do not tuck in side.)

FIGURE 253

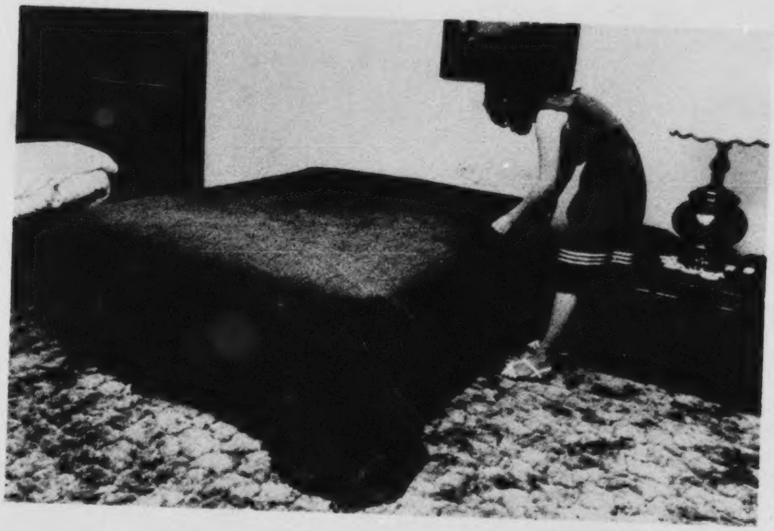


JOB SHEET #10

R. Smooth out and straighten spread, using pattern, lines, and edges, and allowing for equal overhang at sides and bottom (Figure 254)

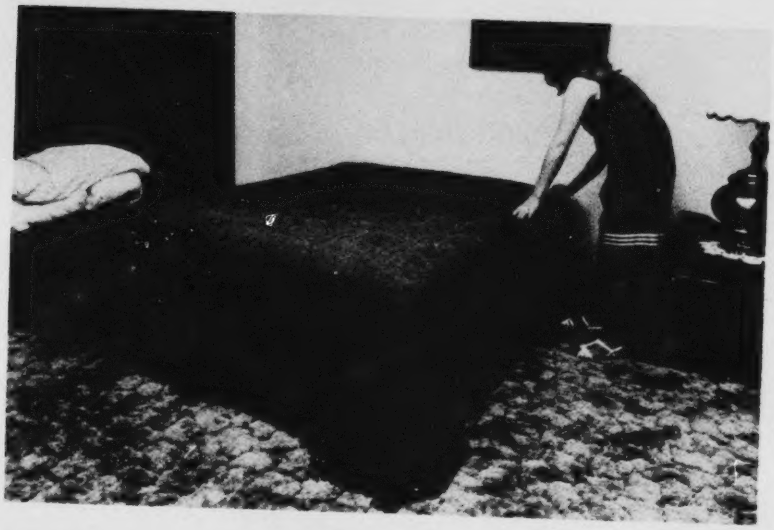
(NOTE: Smooth out wrinkles with palm of hand, working from center out.)

FIGURE 254



S. Fold back spread at top, exposing 12 inches of blanket (Figure 255)

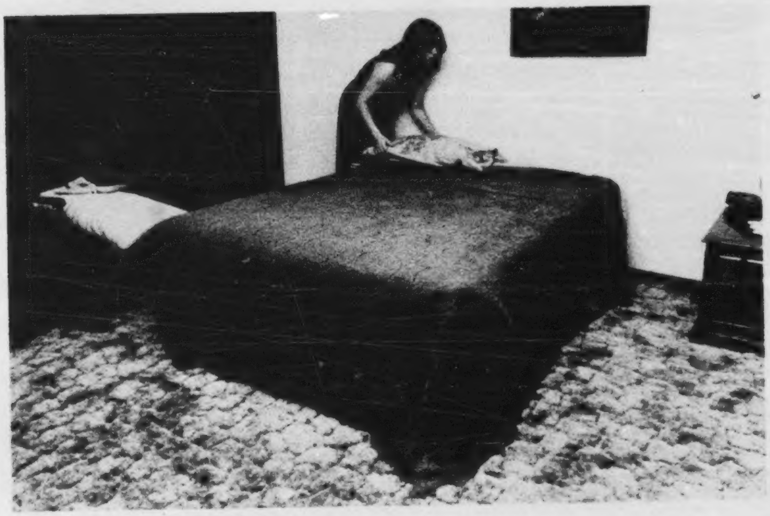
FIGURE 255



JOB SHEET #10

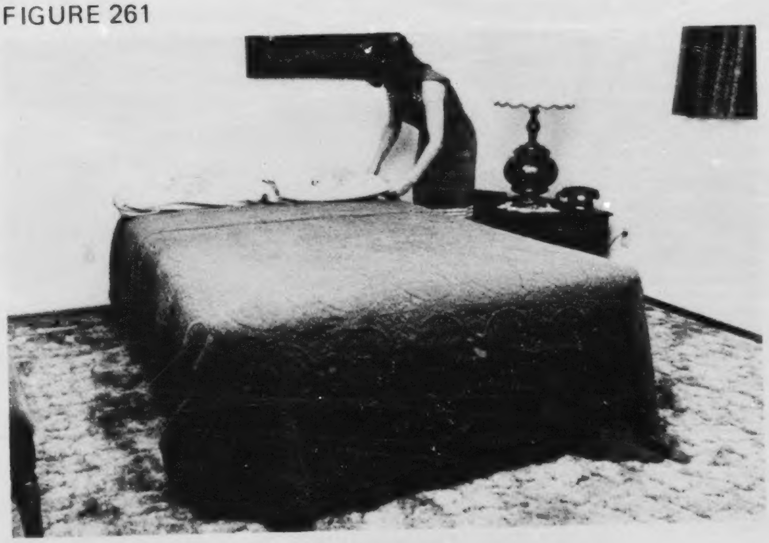
5. Fluff pillow and place at head of bed with open end toward center of bed

FIGURE 260



6. Repeat procedure on other pillow, and place it on other side of bed with open end toward center

FIGURE 261

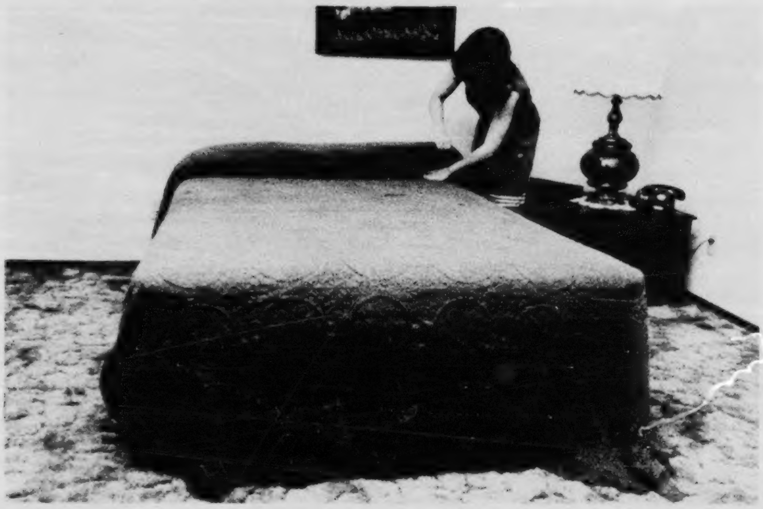


JOB SHEET #10

U. Fold spread over pillows and smooth out (Figure 262)

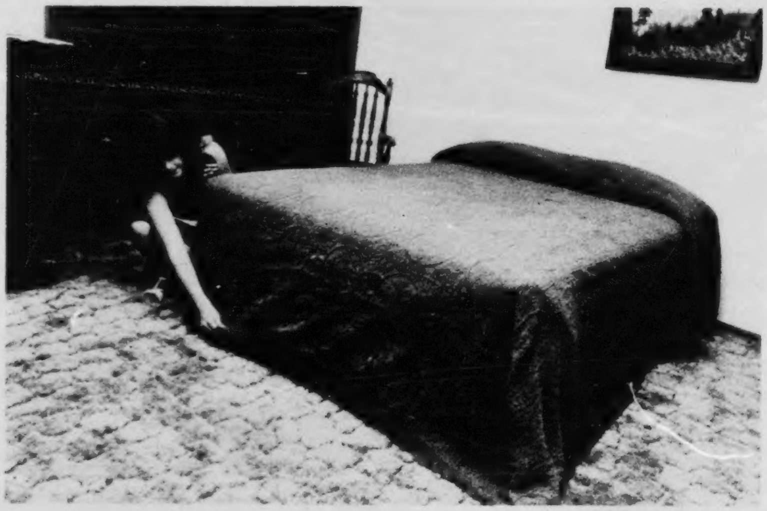
(NOTE: Leave crease under pillows.)

FIGURE 262



V. Check made-up bed for squareness, wrinkles, and folds (Figure 263)

FIGURE 263



GENERAL CLEANING
UNIT I

JOB SHEET #11--PERFORM DAILY BEDROOM CLEANING AND STRAIGHTENING TASKS

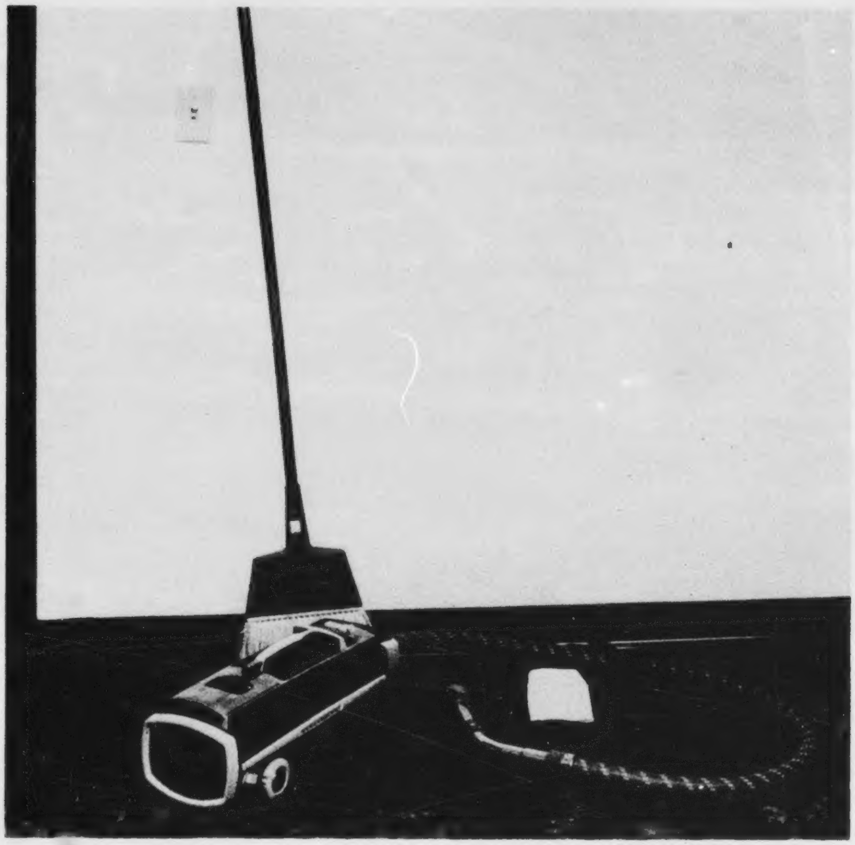
I. Equipment and supplies (Figure 264)

A. Broom (optional)

B. Vacuum (optional)

C. Wastebasket liner (optional)

FIGURE 264



JOB SHEET #11

II. Procedure

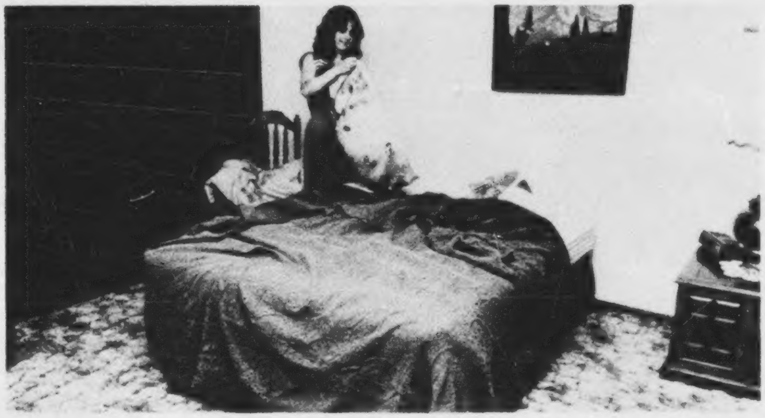
A. Make bed (Figures 265-283)

(NOTE: Start at head of bed and do one side at a time.)

1. Remove pillows

(NOTE: Place on bedside chair, table, or other available surface.)

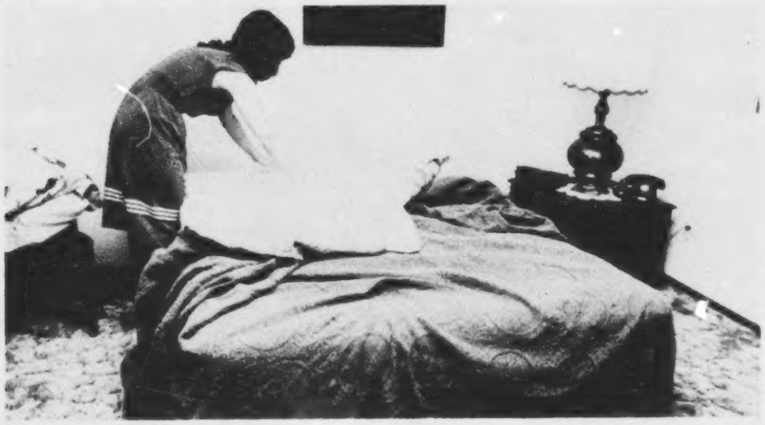
FIGURE 265



2. Smooth mattress pad and bottom sheet

(NOTE: Pay special attention to corners.)

FIGURE 266

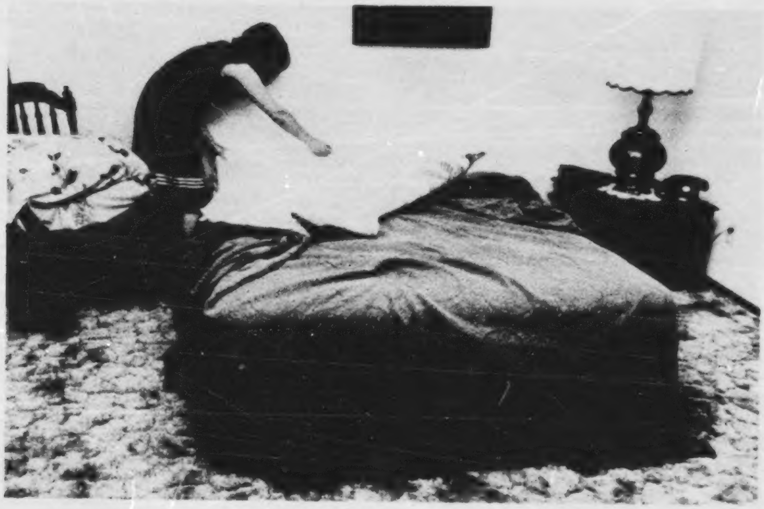


JOB SHEET #11

3. Straighten top sheet by pulling up toward head of bed and out on sides until top edge is even with top edge of mattress

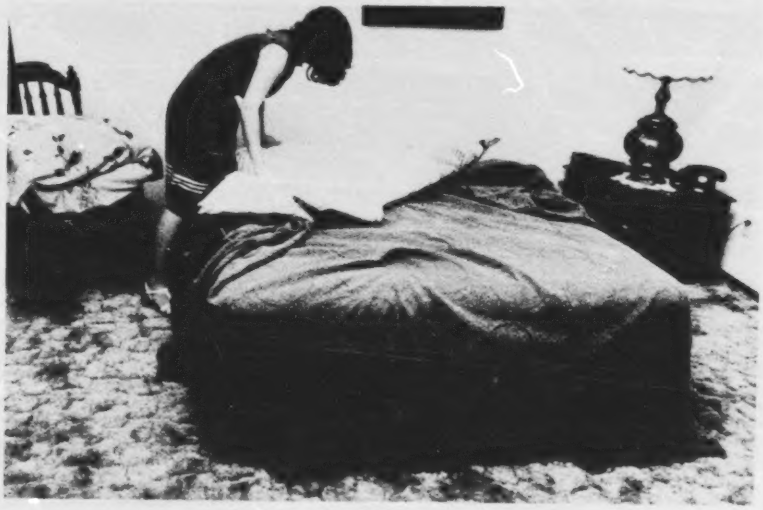
   (NOTE: Sheet should be square on the mattress with equal overhang on sides.)

FIGURE 267



4. Smooth out any folds or large wrinkles with palm of hand

FIGURE 268

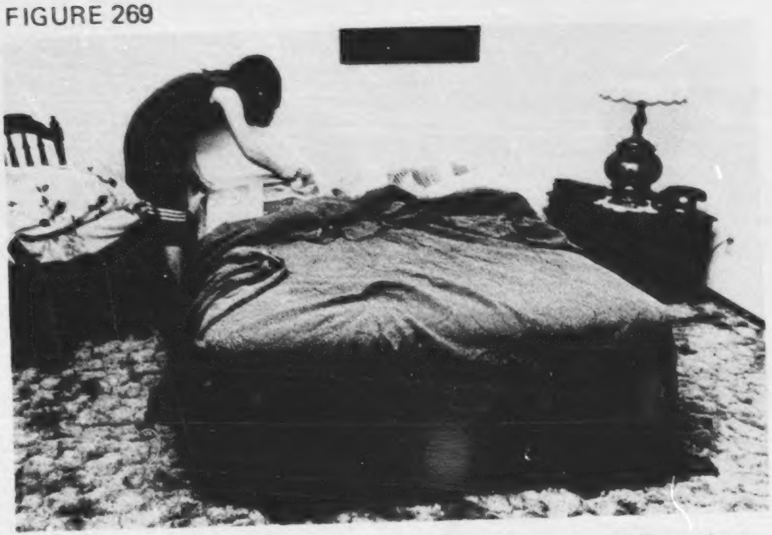


JOB SHEET #11

5. Straighten blanket by pulling up toward head of bed and out at sides until top edge of blanket is even with top edge of top sheet or 1 to 2 inches below top edge of sheet

   (NOTE: Blanket should be square on mattress with equal overhang on sides.)

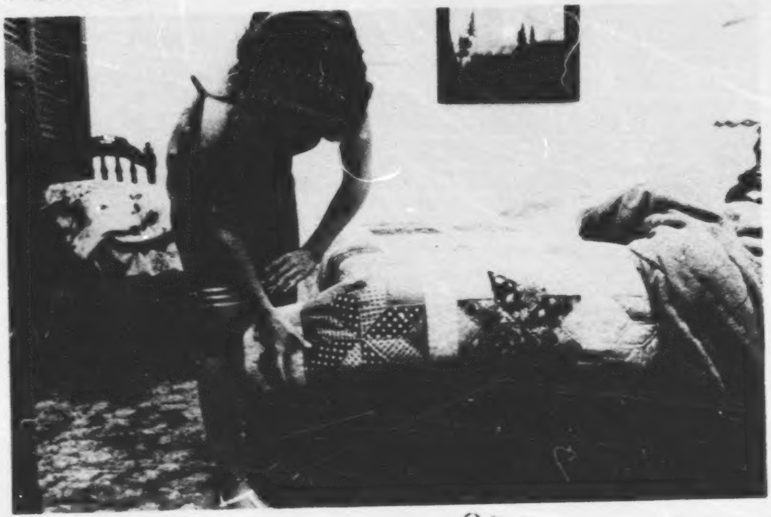
FIGURE 269



6. Check lower corner and tuck loose or bulky edges under mattress

   (NOTE: If sheet and blanket have pulled out from under mattress, miter corner.)

FIGURE 270

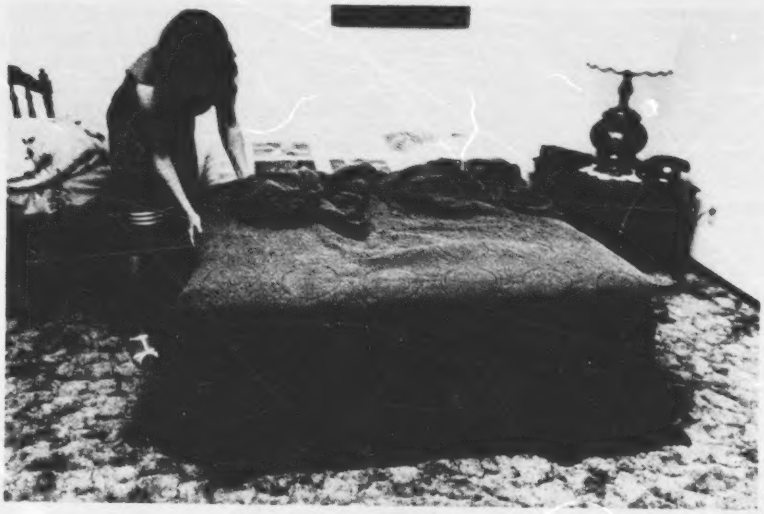


JOB SHEET #11

7. Place spread squarely on bed and straighten, using pattern, lines, and edges, and allowing for equal overhang at sides and bottom

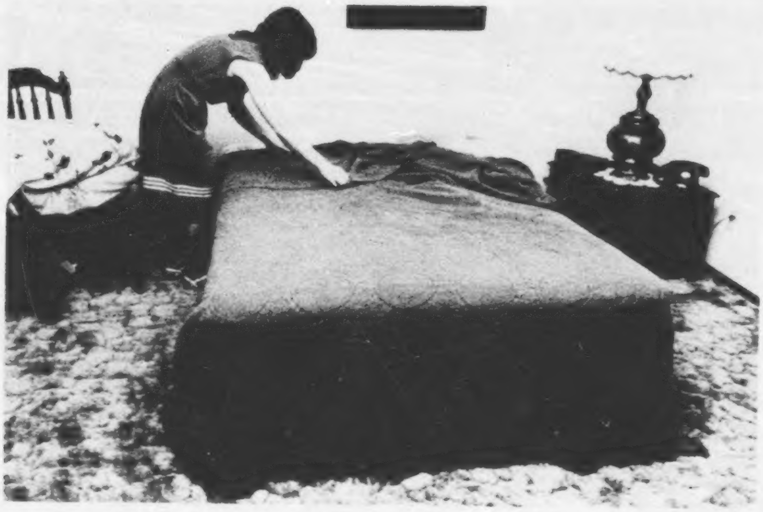
   (NOTE: Smooth out wrinkles with palm of hand working from center out.)

FIGURE 271


[redacted]

8. Fold back spread at top exposing 12 inches of blanket

FIGURE 272

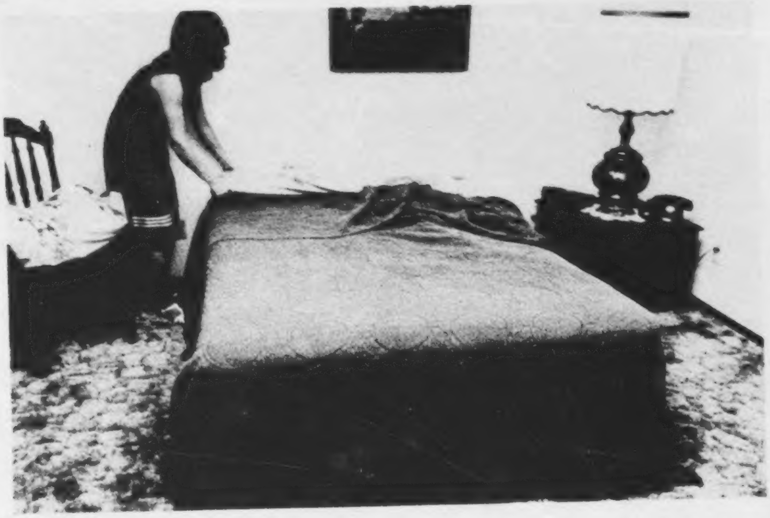

[redacted]

JOB SHEET #11

9. Place one pillow at head of bed; fluff up and smooth out with hands

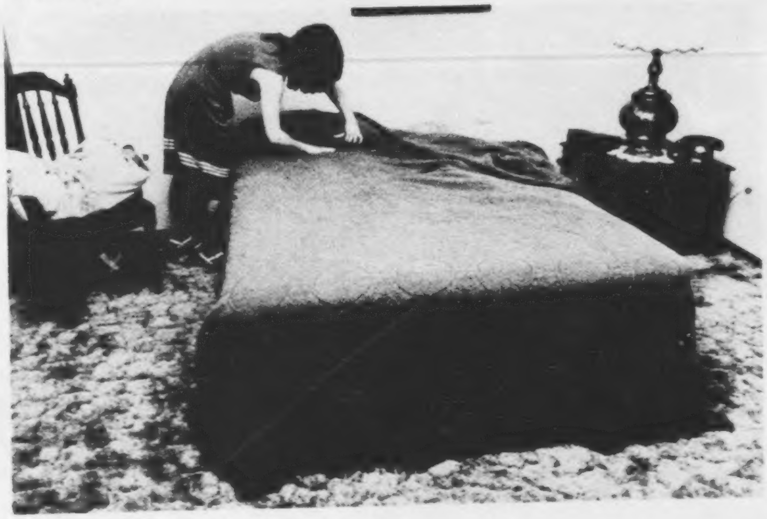
   (NOTE: Pillow is placed squarely and to one side; the other pillow will be placed later.)

FIGURE 273



10. Fold spread over pillow; tuck excess under pillow and smooth

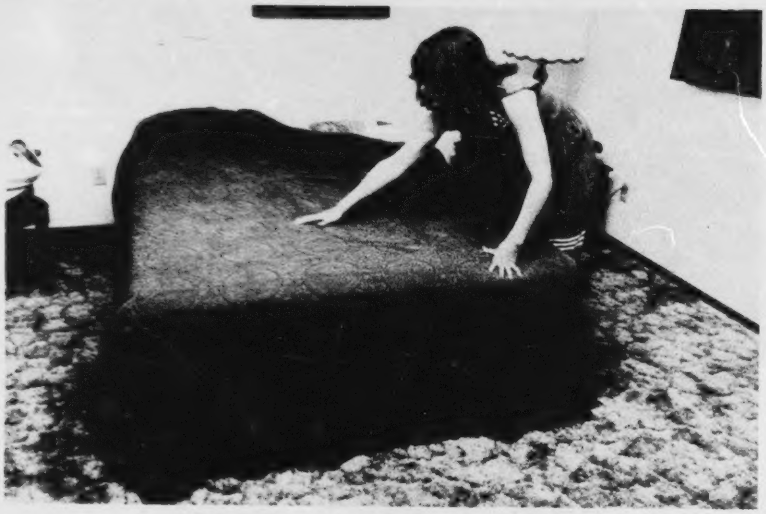
FIGURE 274



JOB SHEET #11

11. Move to other side of bed

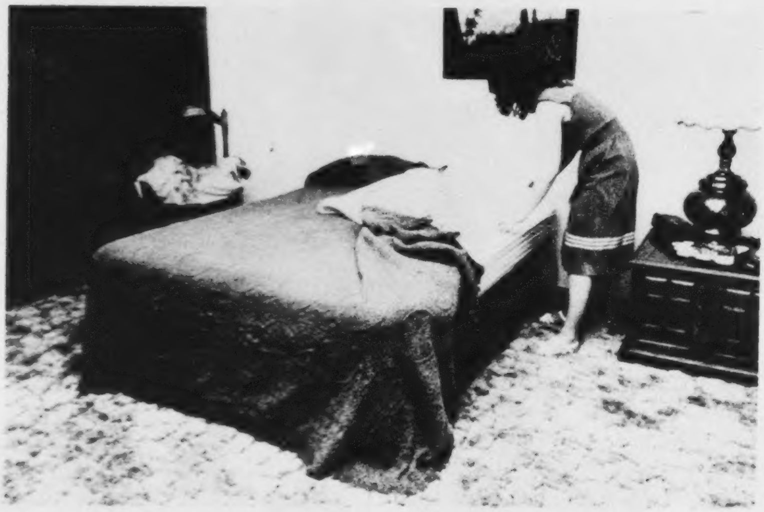
FIGURE 275



12. Straighten and smooth out mattress pad and bottom sheet

(NOTE: Pay special attention to corners and folds in center of bed.)

FIGURE 276

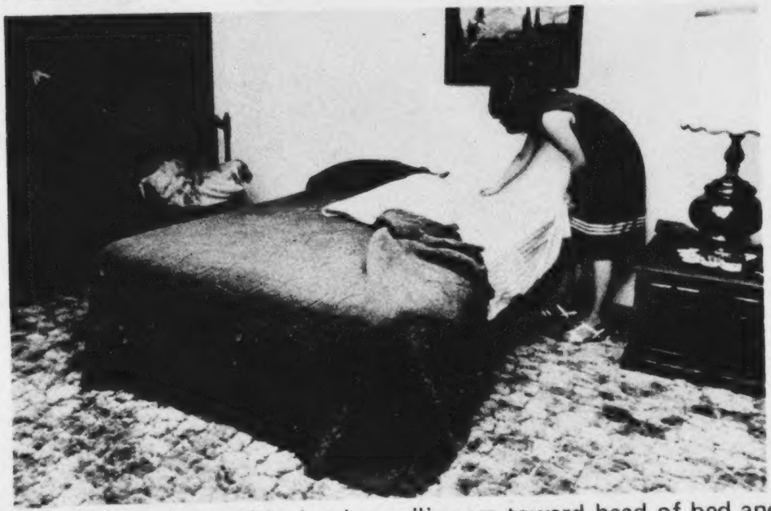


JOB SHEET #11

13. Straighten top sheet by pulling up toward head of bed and out on sides until top edge is even with top edge of mattress

    (NOTE: Both sides of top sheet should be square and even.)

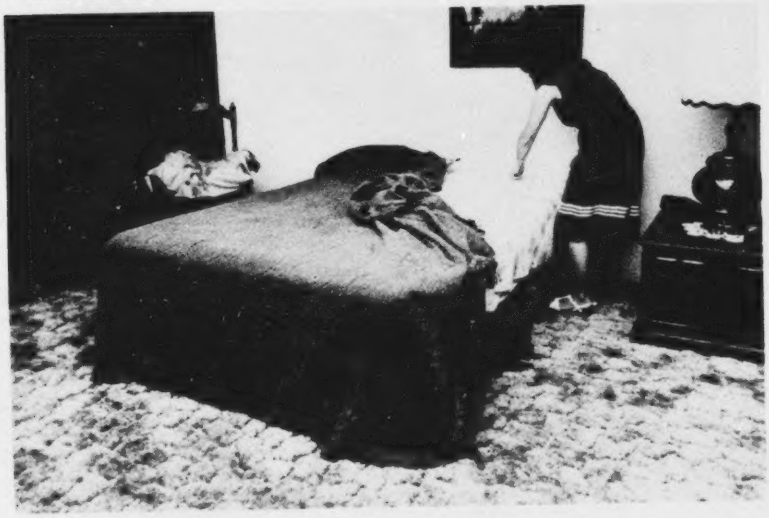
FIGURE 277



14. Straighten blanket by pulling up toward head of bed and out on sides until top edge is square on mattress and even with top edge of top sheet, or even with blanket on other side of bed

    (NOTE: Both sides of blanket should now be square and even.)

FIGURE 278

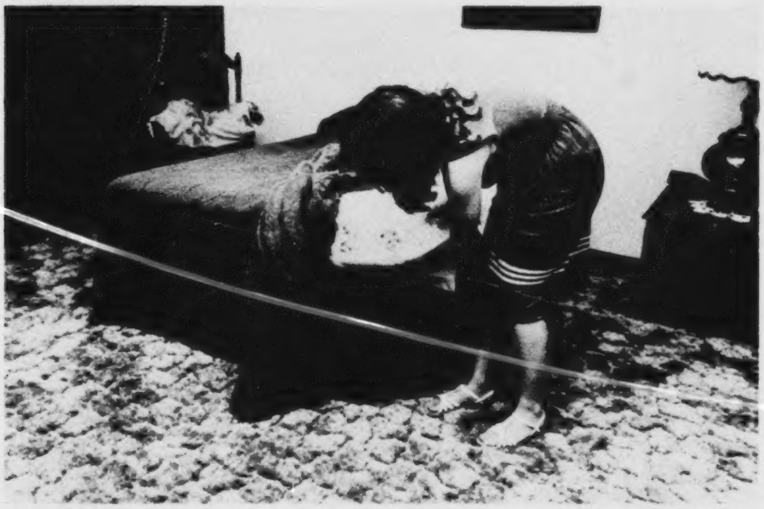


JOB SHEET #11

15. Check lower corner and tuck loose or bulky edges under mattress

(NOTE: If sheet and blanket have pulled out from under mattress miter corner.)

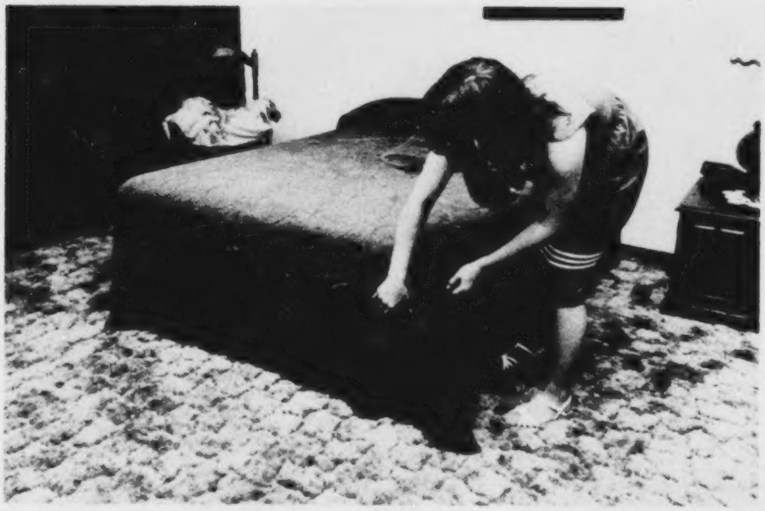
FIGURE 279



16. Smooth out spread until square on mattress with even overhang on sides and bottom

(NOTE: Follow pattern, lines, and edges to obtain squareness.)

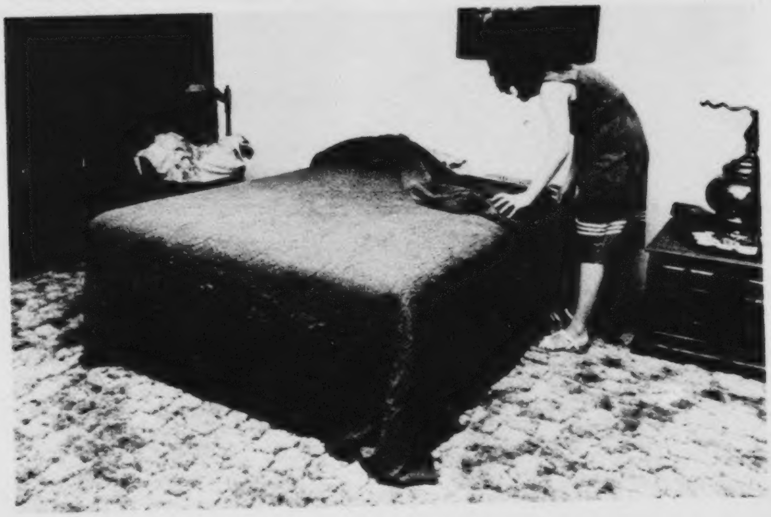
FIGURE 280



JOB SHEET #11

17. Fold spread surplus back at top, exposing 12 inches of blanket

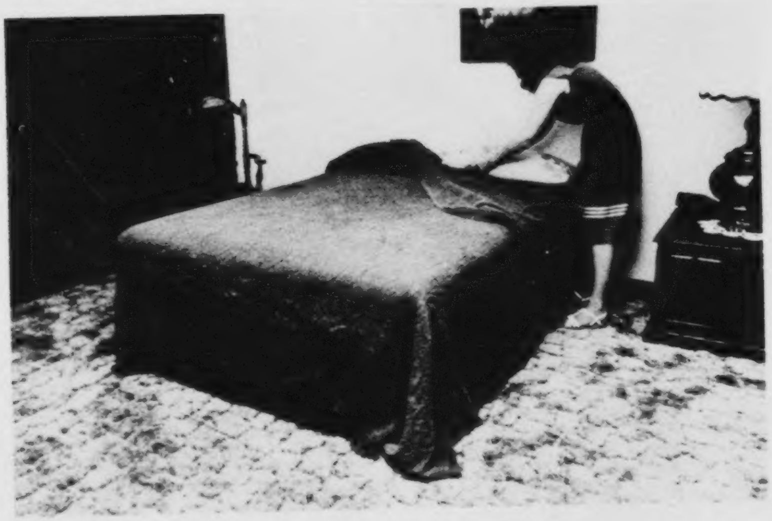
FIGURE 281



18. Place other pillow at head of bed; fluff up and smooth out with hands

(NOTE: Pillows should be centered, allowing equal spacing on each side of bed.)

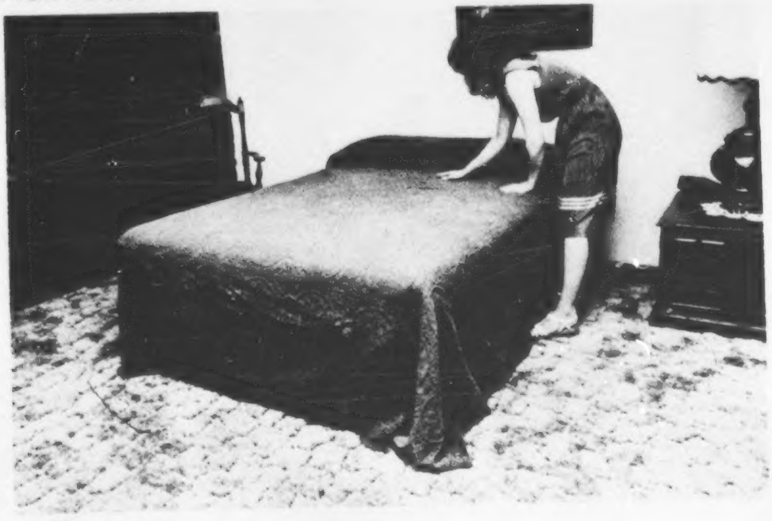
FIGURE 282



JOB SHEET #11

19. Check bed for wrinkles, folds, or unevenness of covers

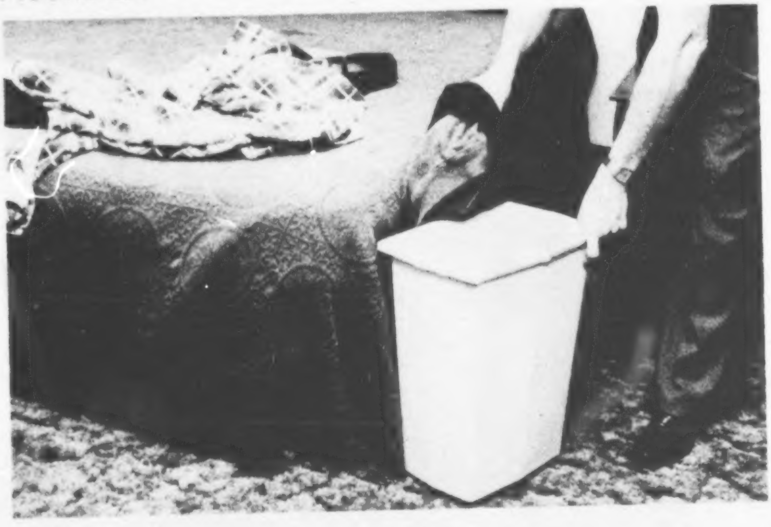
FIGURE 283



B. Pick up room (Figures 284-287)

1. Place dirty clothes in basket or hamper

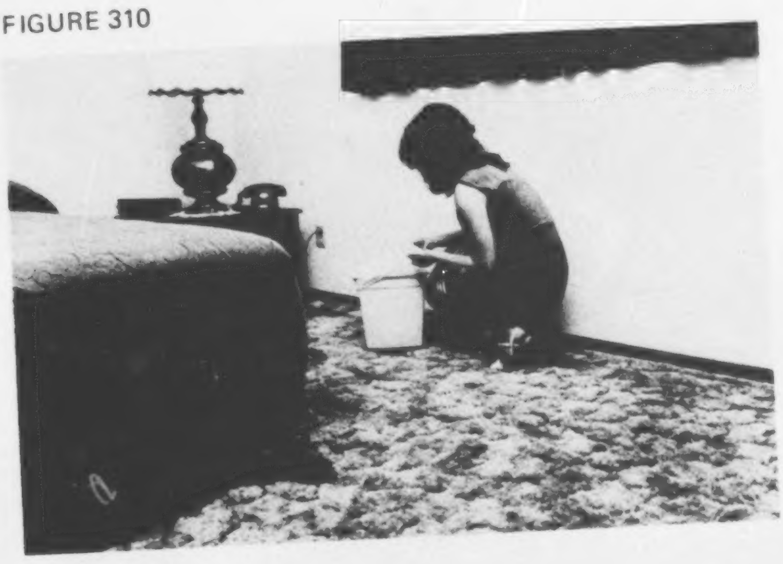
FIGURE 284



JOB SHEET #12

I. Empty wastebasket and replace liner if needed (Figure 310)

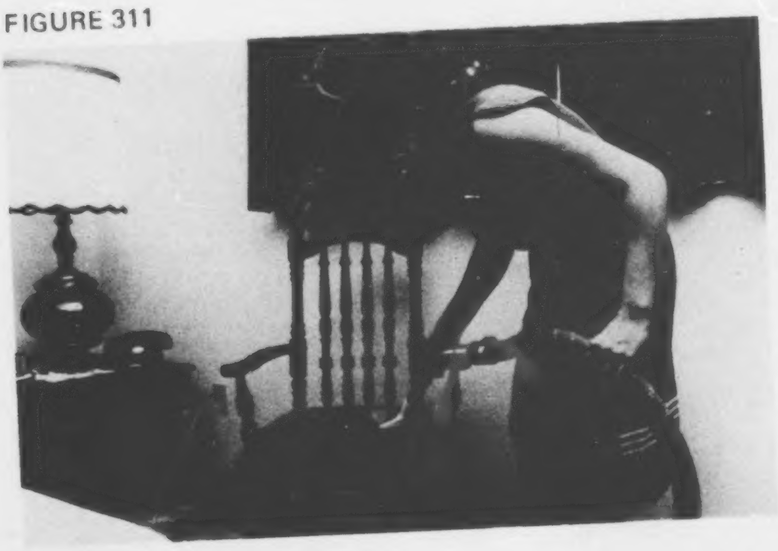
FIGURE 310



J. Vacuum any upholstered furniture (Figure 311)

EXAMPLES: Chair, daybed

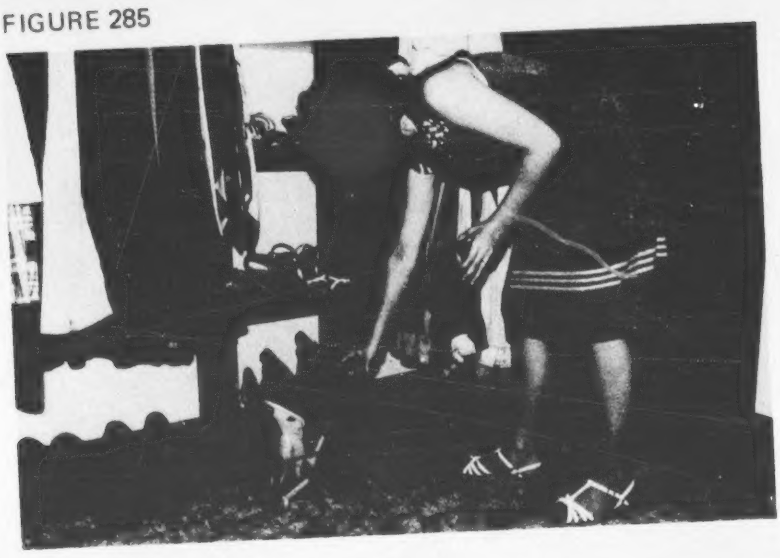
FIGURE 311



JOB SHEET #11

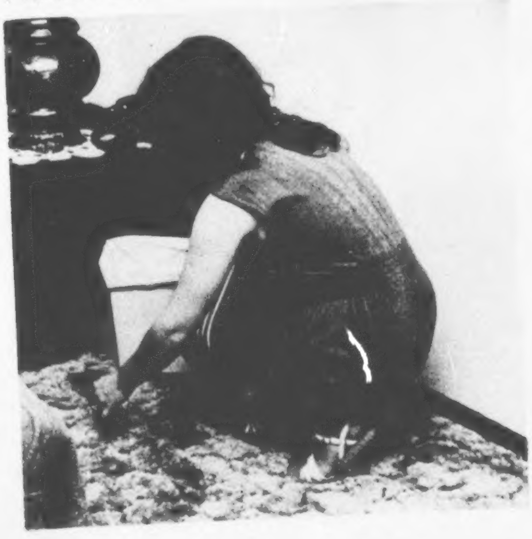
2. Return out-of-place shoes to proper storage

FIGURE 285



3. Pick up litter from floor, tables, or chests and place in wastebasket

FIGURE 286

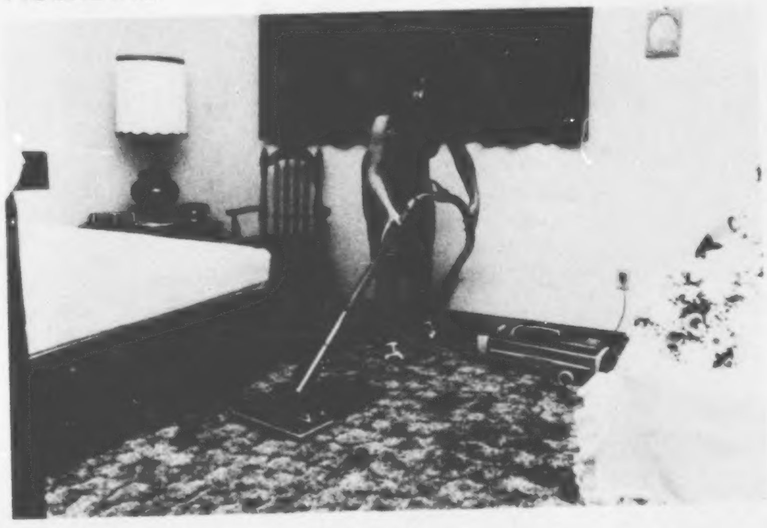


JOB SHEET #12

K. Vacuum carpet or rug (Section A, Unit IV, Job Sheet #1)

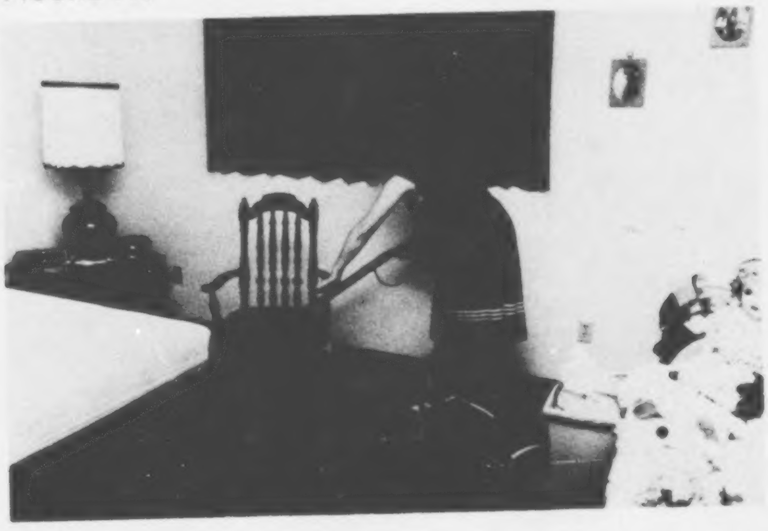
1. Use back-and-forth motion (Figure 312)

FIGURE 312



2. Move chairs; vacuum carpet and replace chairs (Figure 313)

FIGURE 313

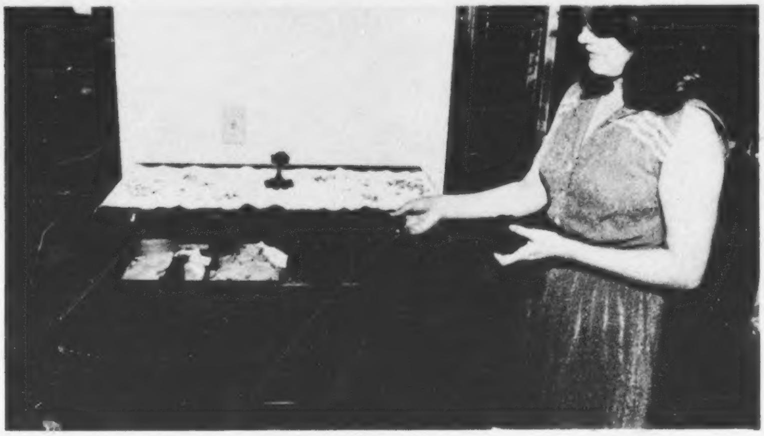


JOB SHEET #11

4. Return out-of-place clean clothes to proper place

EXAMPLES: Clean blouse to ironing basket; clean socks to sock drawer; clean slacks to closet

FIGURE 287



C. Straighten any out-of-place furniture (Figure 288)

EXAMPLE: Misplaced chair

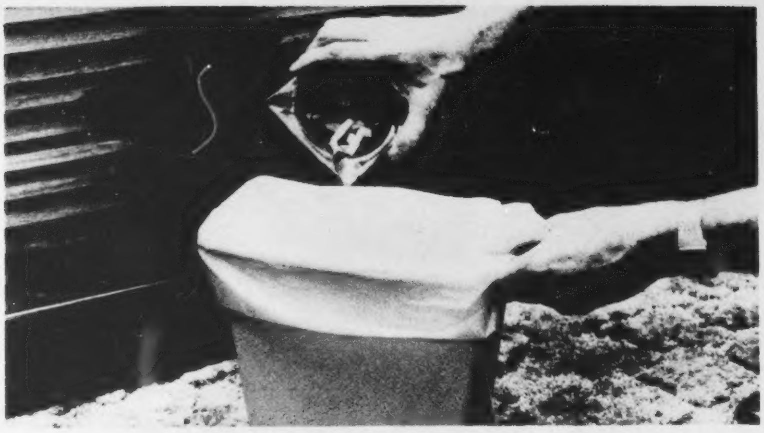
FIGURE 288

JOB SHEET #11

D. Empty ashtrays into wastebasket (Figure 289)

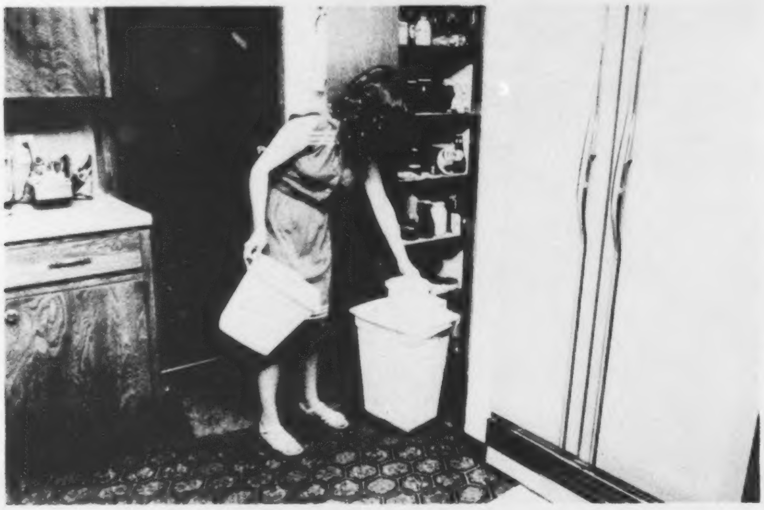
(CAUTION: MAKE SURE THAT MATERIAL IN ASHTRAY IS COLD.)

FIGURE 289



E. Empty wastebasket (Figure 290)

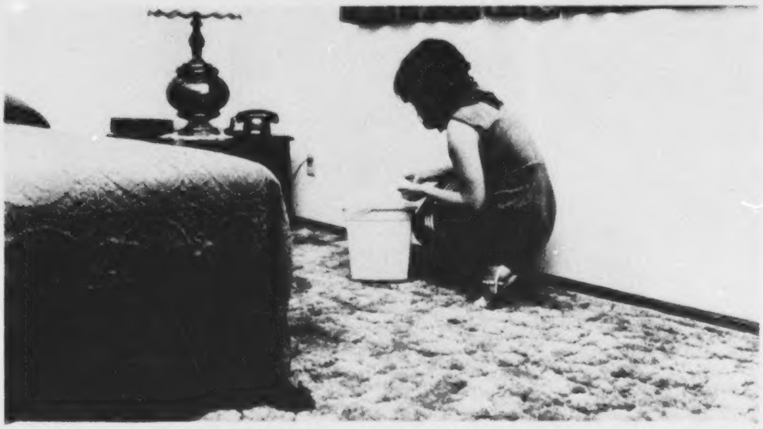
FIGURE 290



JOB SHEET #11

F. Replace wastebasket liner if necessary (Figure 291)

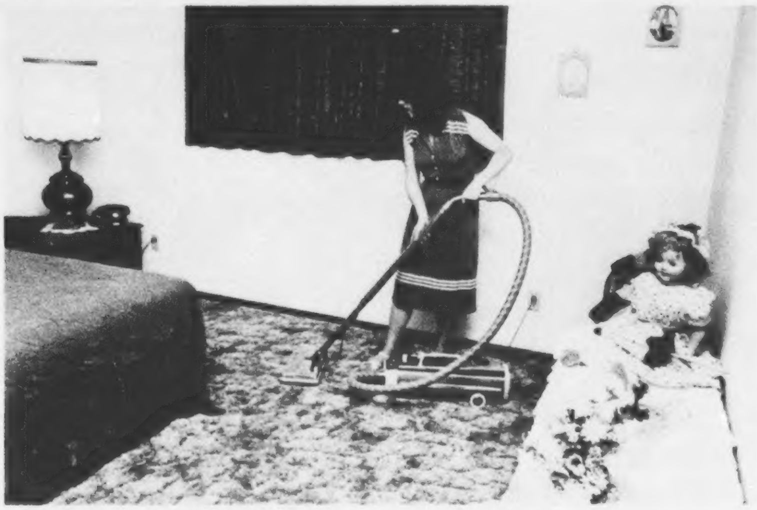
FIGURE 291



G. Vacuum or sweep floor if necessary (Figure 292)

(NOTE: This task would be performed on a weekly basis, or for emergency spills, or extra tracked-in soil.)

FIGURE 292



GENERAL CLEANING
UNIT I

JOB SHEET #12--PERFORM WEEKLY BEDROOM CLEANING AND STRAIGHTENING TASKS

I. Equipment and supplies (Figure 293)

   A. Clean bottom sheet

   B. Clean top sheet

   C. Upright vacuum

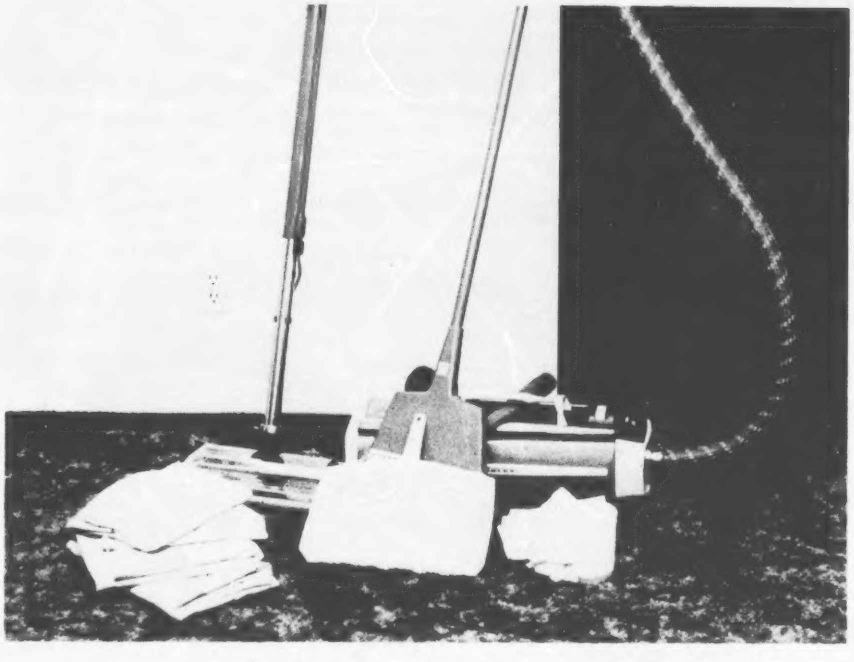
   D. Canister vacuum with attachments

   E. Dusting cloth

   F. Clean pillowcases

   G. Dustpan

FIGURE 293

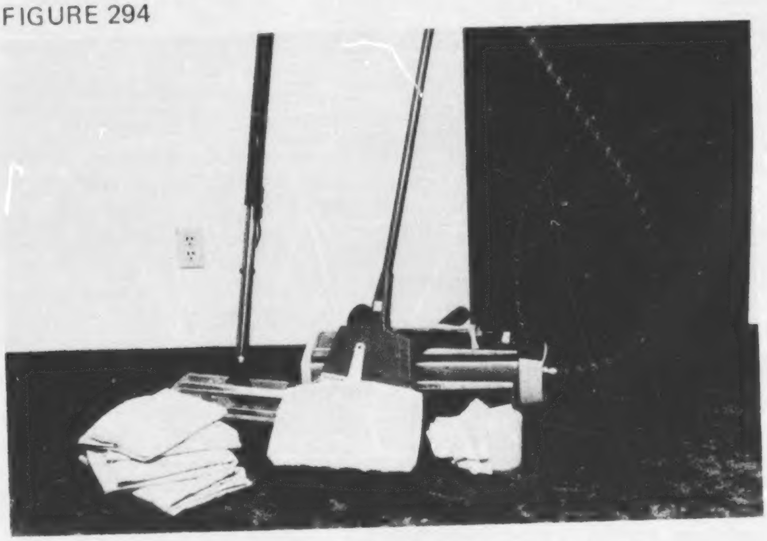


JOB SHEET #12

II. Procedure

A. Assemble equipment and supplies (Figure 294)

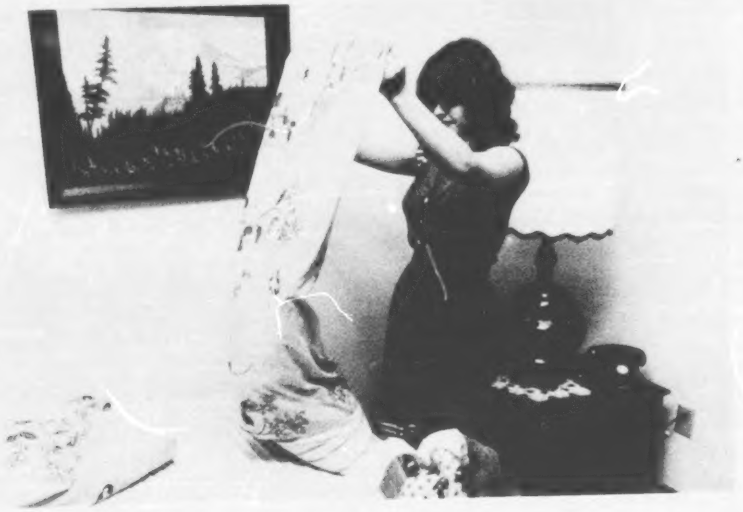
FIGURE 294



B. Strip bed of linens (Figures 295-300)

1. Remove pillowcases from pillows

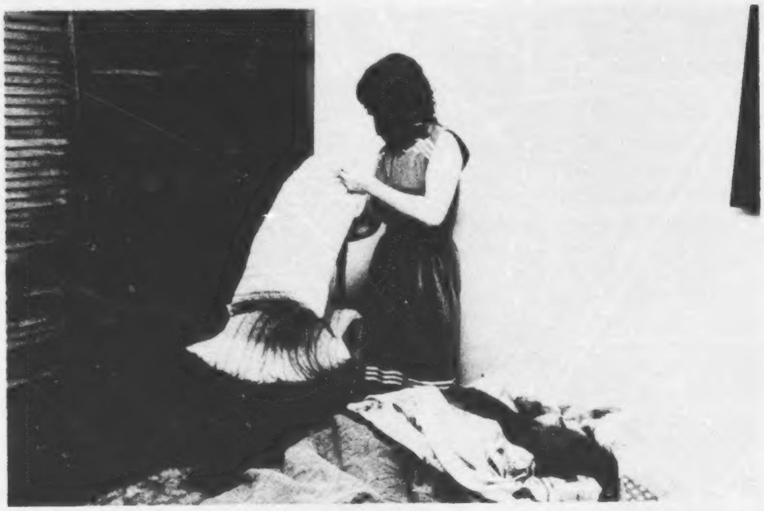
FIGURE 295



JOB SHEET #12

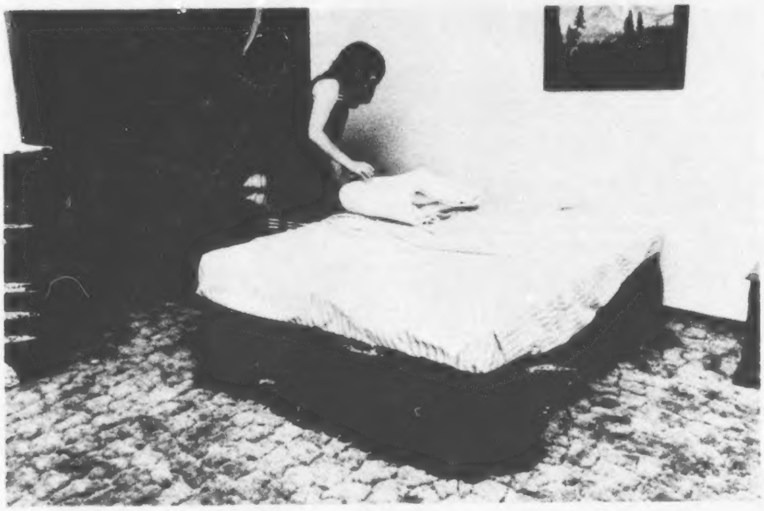
2. Place pillows on chair

FIGURE 296



3. Remove spread and blanket from bed and place on chair

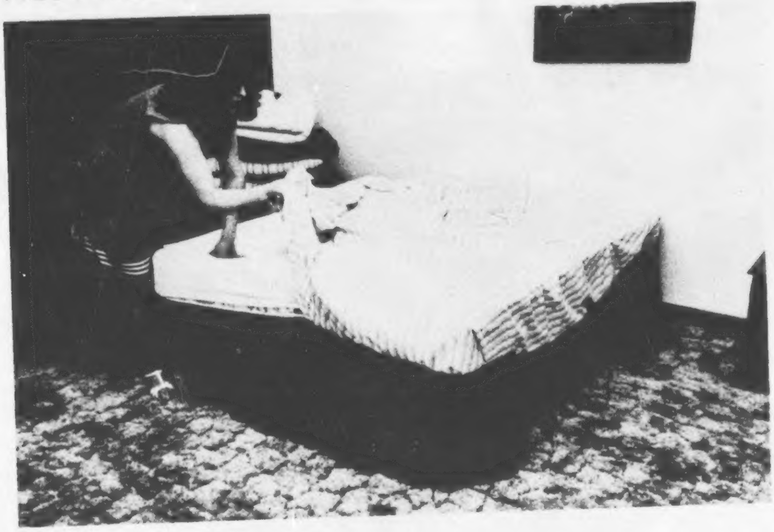
FIGURE 297



JOB SHEET #12

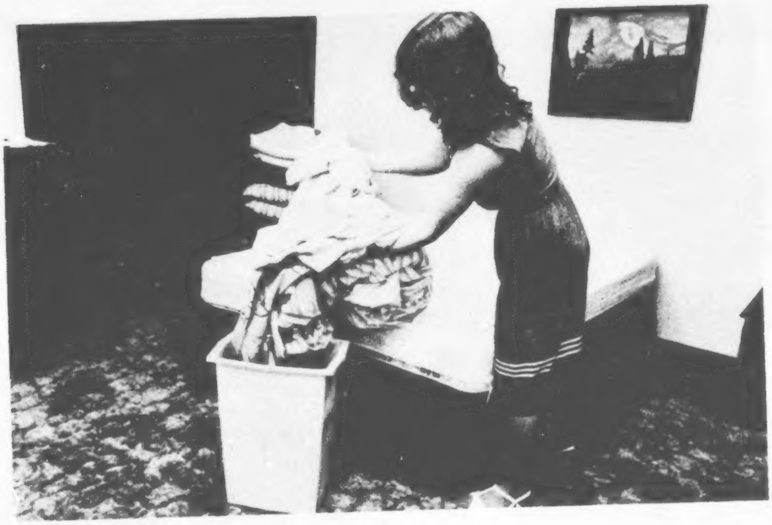
4. Remove top sheet and bottom sheet from mattress

FIGURE 298



5. Place dirty top sheet, bottom sheet, and pillowcases in basket or hamper

FIGURE 299



JOB SHEET #12

6. Allow bed to air

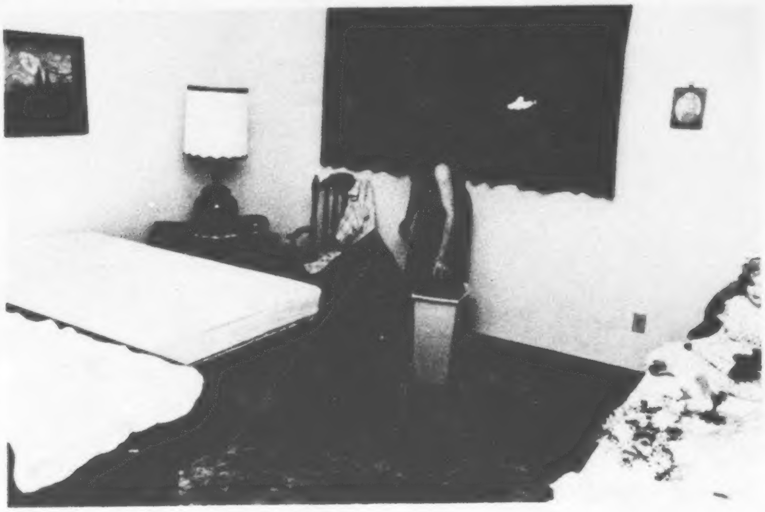
FIGURE 300

1
2
3
4
5
6
7
8
9
10
11
12

C. Pick up room (Figures 301-304)

1. Place dirty clothes in basket or hamper

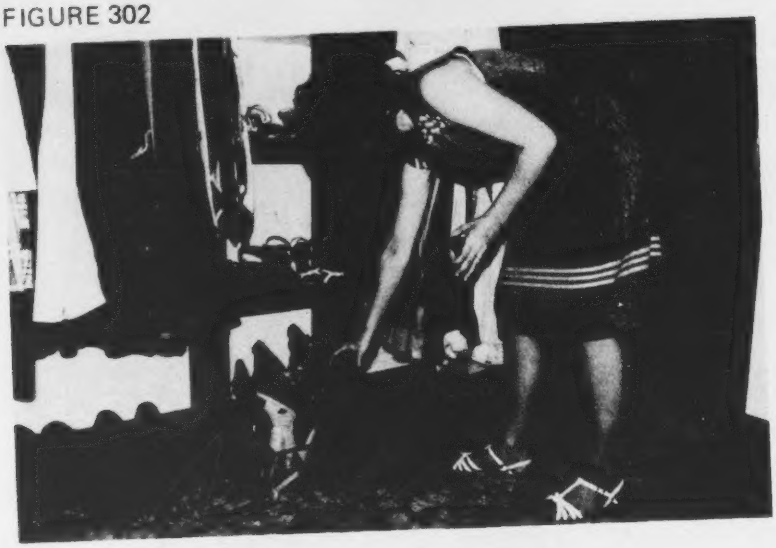
FIGURE 301



JOB SHEET #12

2. Return out-of-place shoes to proper storage

FIGURE 302



3. Return out-of-place clean clothes to proper place

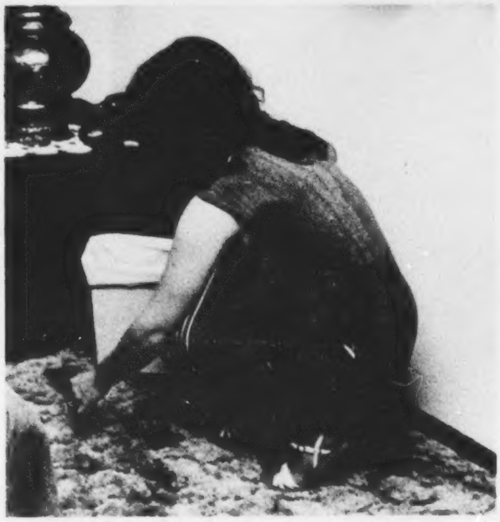
EXAMPLES: Clean blouse to ironing basket, clean socks to sock drawer, clean slacks to closet

FIGURE 303

JOB SHEET #12

4. Pick up litter from floor, tables, or chests and place in wastebasket

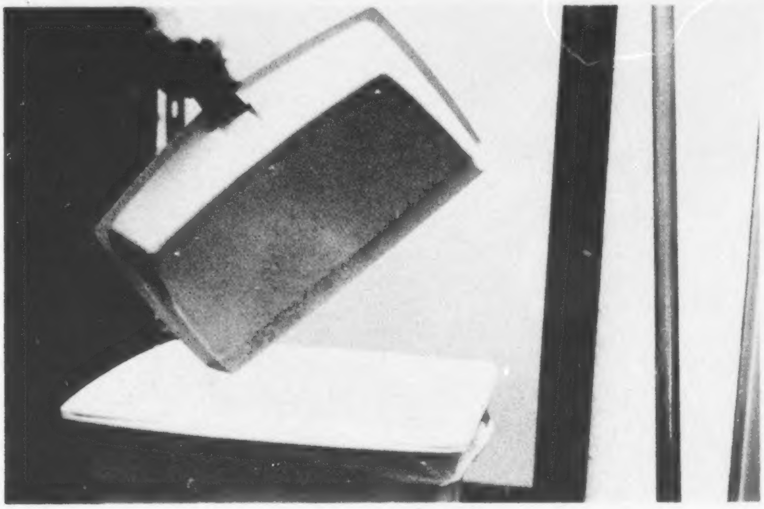
FIGURE 304



D. Sweep floor and place sweepings in wastebasket (Figure 305)

(NOTE: This task would only be performed on noncarpeted floors.)

FIGURE 305

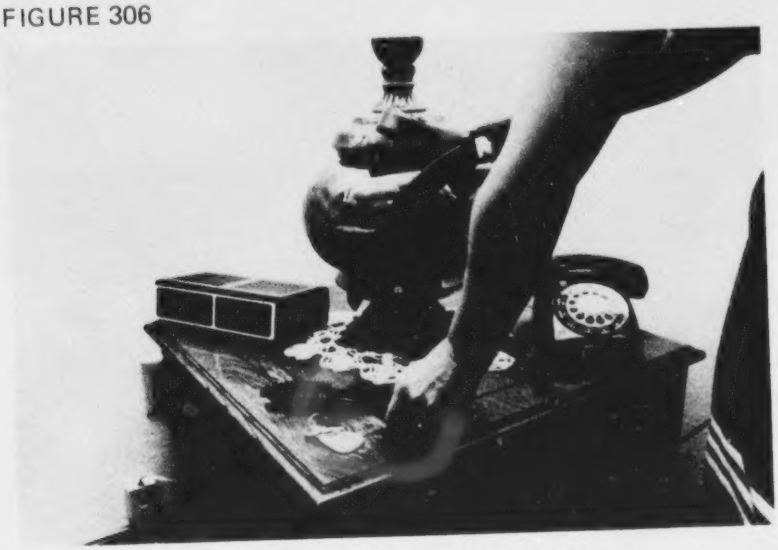


JOB SHEET #12

E. Pick up any personal items, books, or magazines and return to proper place (Figure 306)

EXAMPLES: Comb and brush, checkbook, jewelry

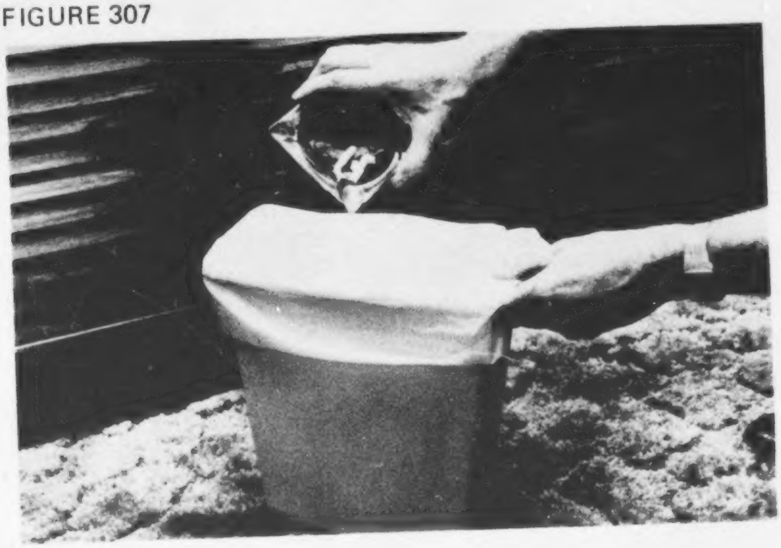
FIGURE 306



F. Empty ashtrays into wastebasket (Figure 307)

(CAUTION: BE SURE THAT MATERIAL IN ASHTRAY IS COLD.)

FIGURE 307



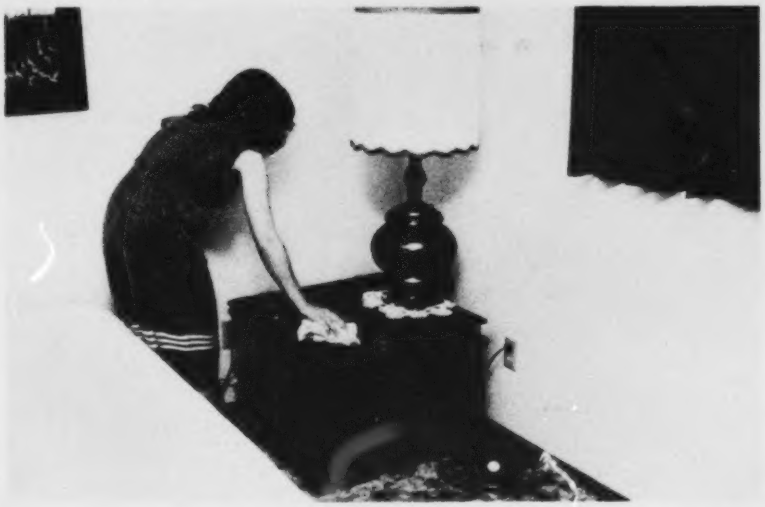
JOB SHEET #12

G. Dust furniture with dusting cloth (Figure 308; Job Sheet #1)

(NOTE: Remove items from furniture; dust and replace.)

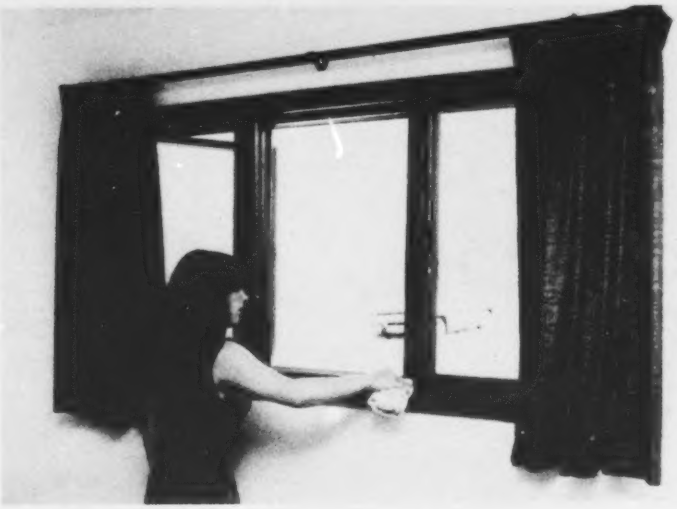
EXAMPLES: Chest of drawers, bedside table lamp, picture frames, bedstead

FIGURE 308



H. Dust window sills and door tops with dusting cloth (Figure 309)

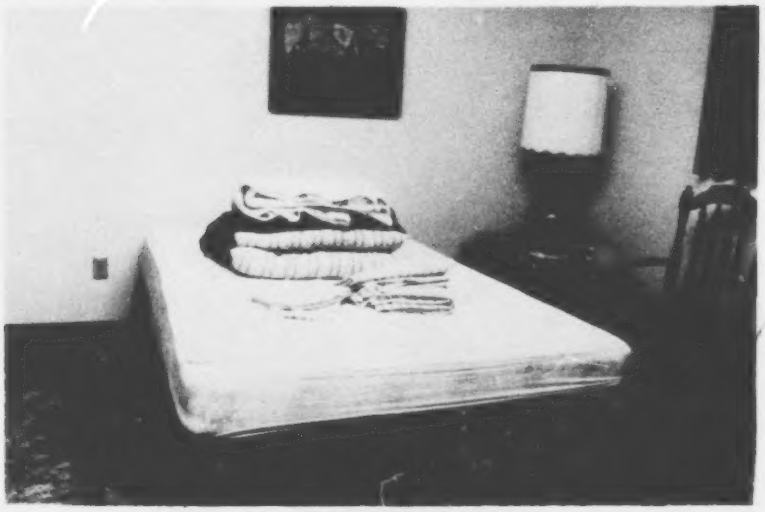
FIGURE 309



JOB SHEET #12

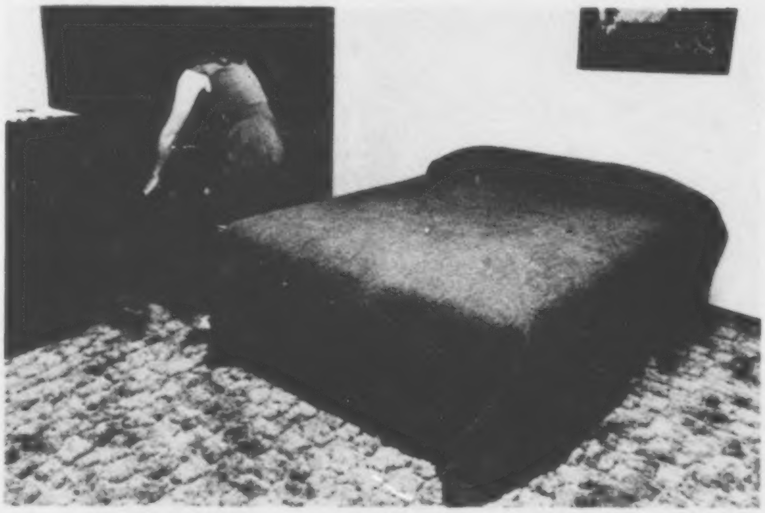
L. Make bed with clean linen (Job Sheet #10; Figure 314)

FIGURE 314



M. Check room for out-of-place furniture (Figure 315)

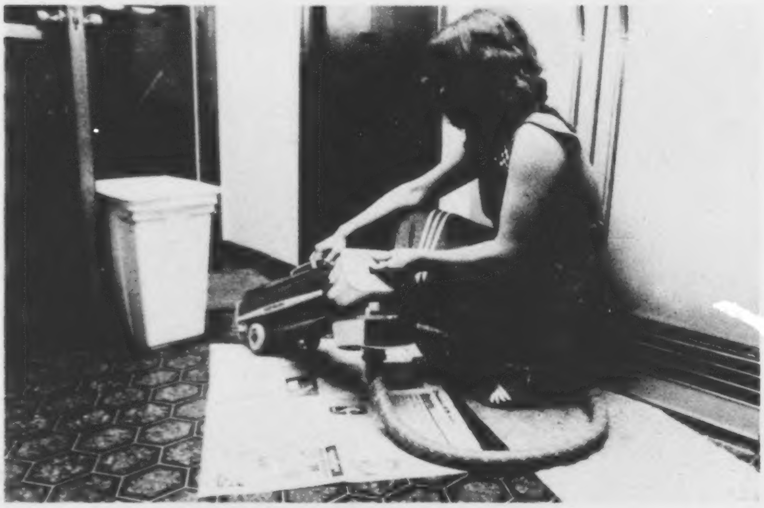
FIGURE 315



JOB SHEET #12

N. Clean and store equipment (Figure 316)

FIGURE 316



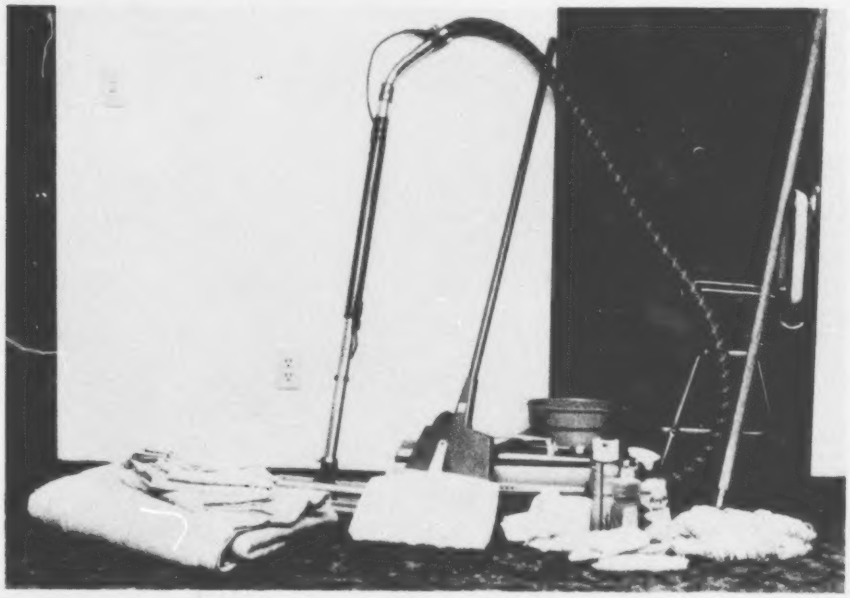
GENERAL CLEANING
UNIT I

JOB SHEET #13--PERFORM MONTHLY OR PERIODIC BEDROOM CLEANING AND STRAIGHTENING TASKS

I. Equipment and supplies (Figure 317)

- A. Synthetic detergent
- B. Furniture polish
- C. Clean bottom sheet
- D. Clean top sheet
- E. Clean pillowcase
- F. Clean blanket (optional)
- G. Clean spread (optional)
- H. Dusting cloth
- I. Washing cloth
- J. Dry cloths or towels
- K. Canister vacuum with cleaning attachments
- L. Upright vacuum or powerhead attachment
- M. Broom (optional)
- N. Dustpan
- O. Wet mop
- P. Mop bucket
- Q. Stepladder
- R. Wastebasket liner

FIGURE 317

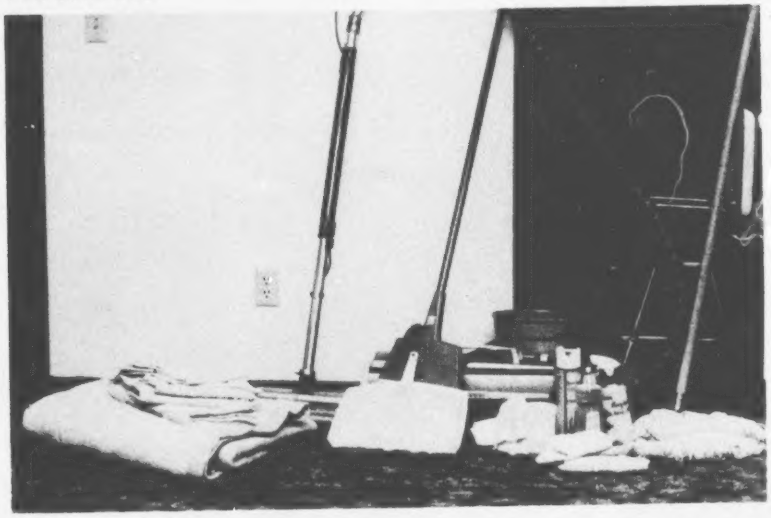


JOB SHEET #13

II. Procedure

A. Assemble equipment and supplies (Figure 318)

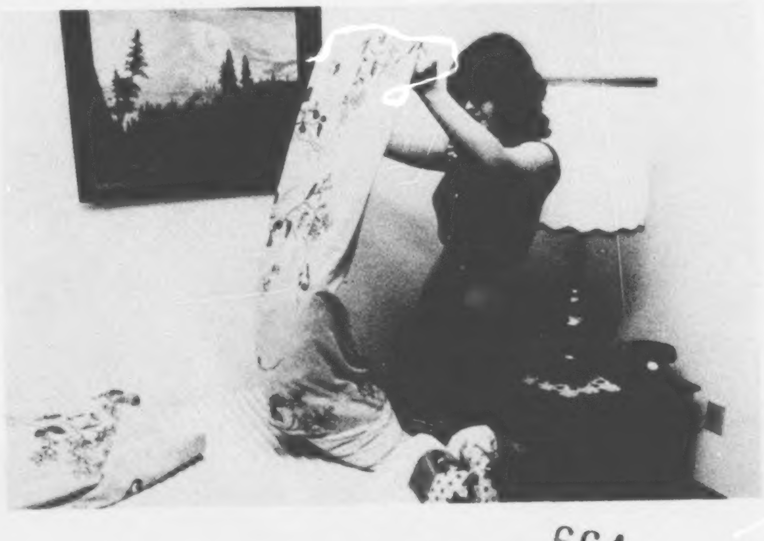
FIGURE 318



B. Strip bed of linens (Figures 319-324)

1. Remove pillowcases from pillows

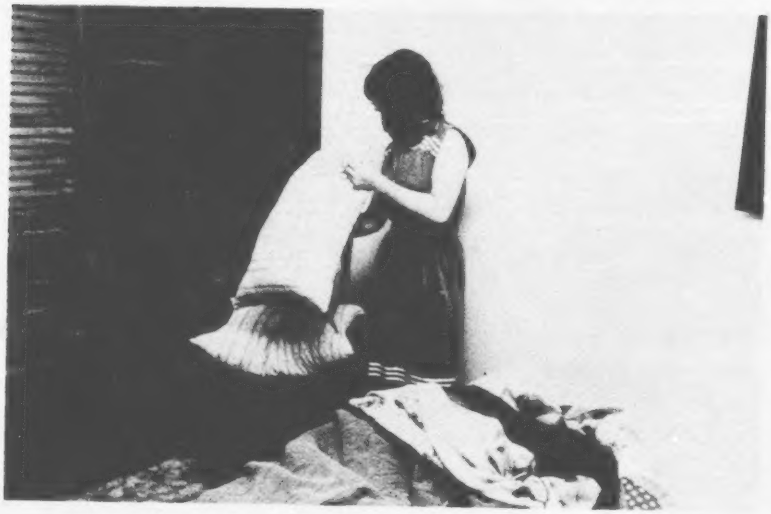
FIGURE 319



JOB SHEET #13

2. Place pillows on chair

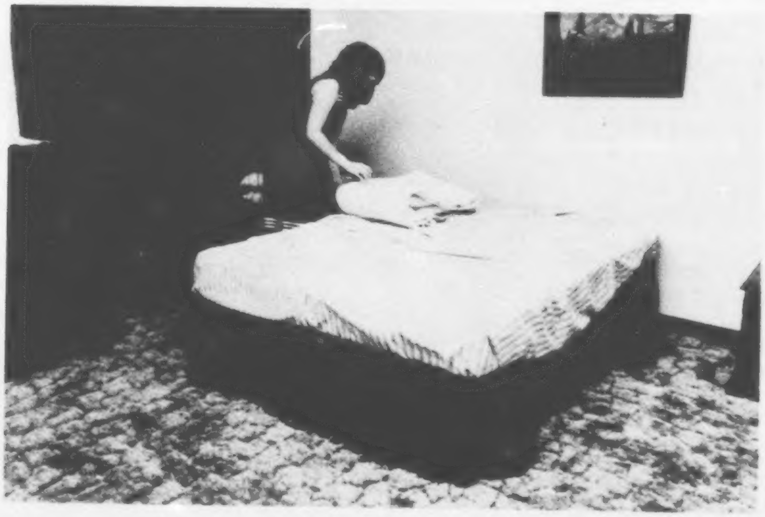
FIGURE 320



3. Remove spread and blanket from bed and place on chair

(NOTE: Spread and blanket will require periodic washing or dry cleaning.)

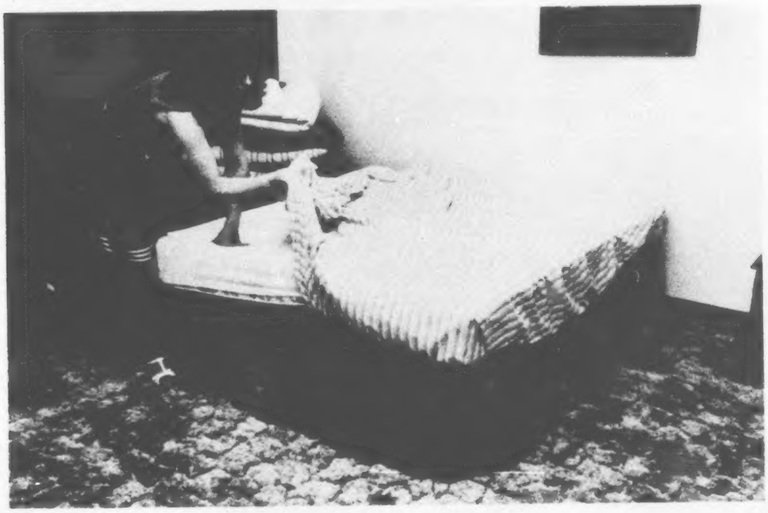
FIGURE 321



JOB SHEET #13

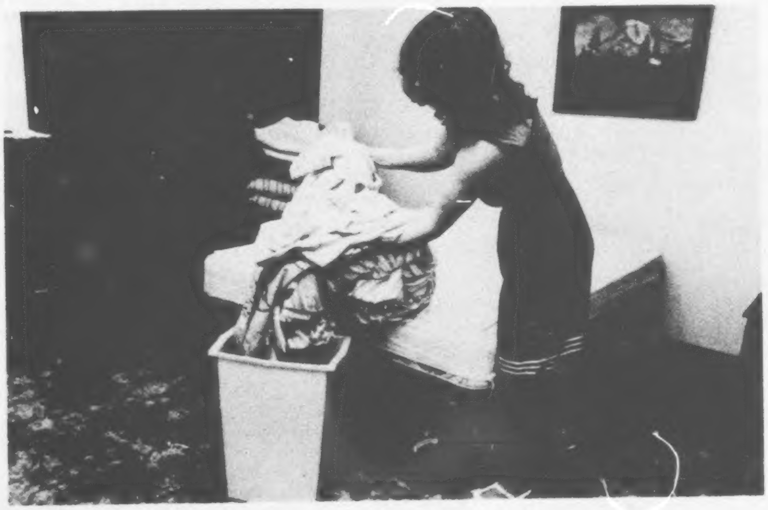
4. Remove top sheet and bottom sheet from mattress

FIGURE 322



5. Place dirty top sheet, bottom sheet, and pillowcases in basket or hamper

FIGURE 323



JOB SHEET #13

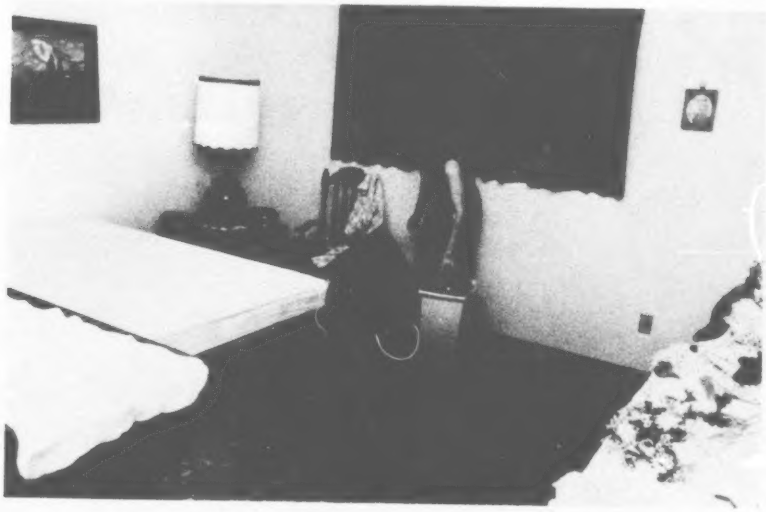
6. Allow bed to air

FIGURE 324

C. Pick up room (Figures 325-327)

1. Place dirty clothes in basket or hamper

FIGURE 325

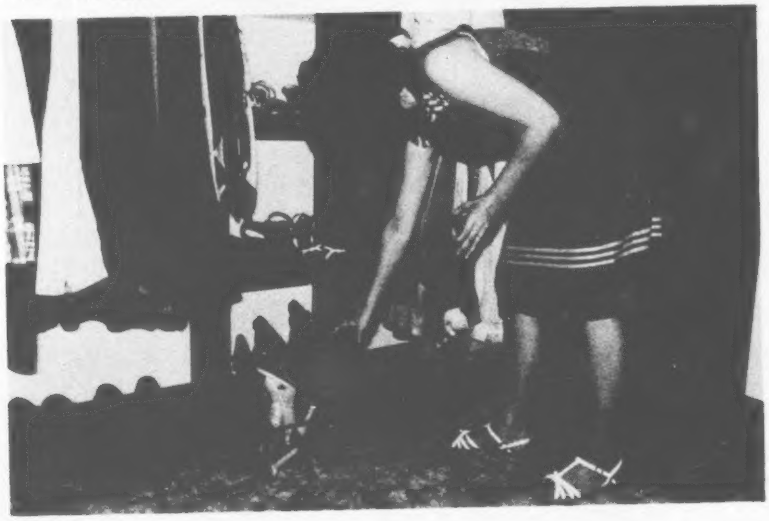


JOB SHEET #13

2. Return out-of-place clothing to proper place

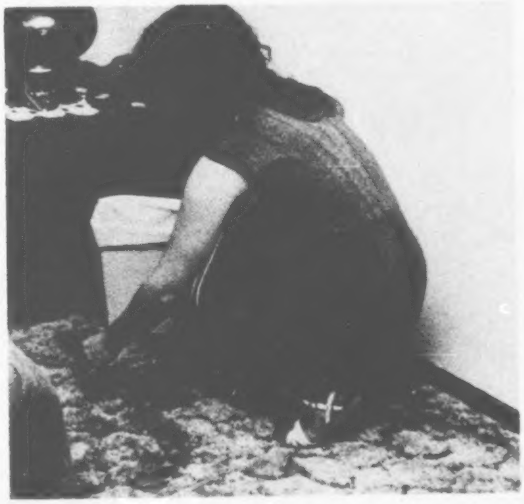
   EXAMPLES: Shoes to closet; clean blouse to ironing basket; clean socks to sock drawer; clean slacks to closet

FIGURE 326



3. Pick up litter from floor, tables, or chests and place in wastebasket

FIGURE 327



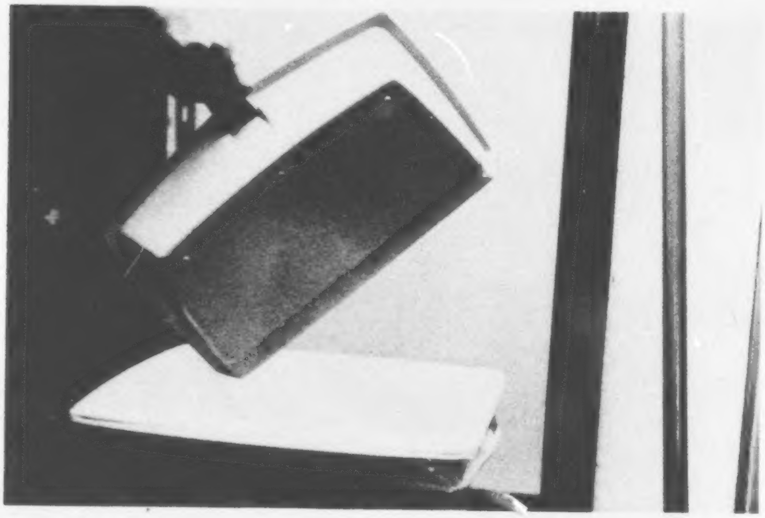
3

JOB SHEET #13

D. Sweep floor and place floor sweepings in wastebasket (Figure 328)

(NOTE: This task would only be performed on noncarpeted floors.)

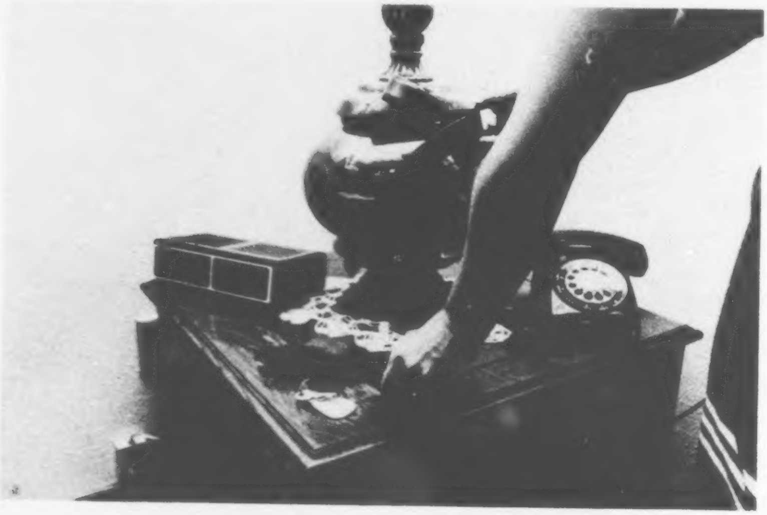
FIGURE 328



E. Pick up any personal items, books, or magazines and return to proper place (Figure 329)

EXAMPLES: Comb and brush, checkbook, jewelry

FIGURE 329

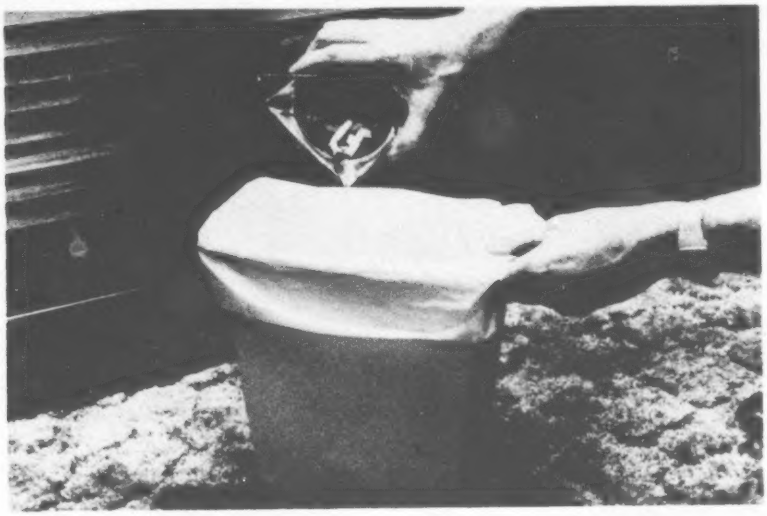


JOB SHEET #13

F. Empty ashtrays into wastebasket (Figure 330)

(CAUTION: BE SURE MATERIAL IN ASHTRAY IS COLD.)

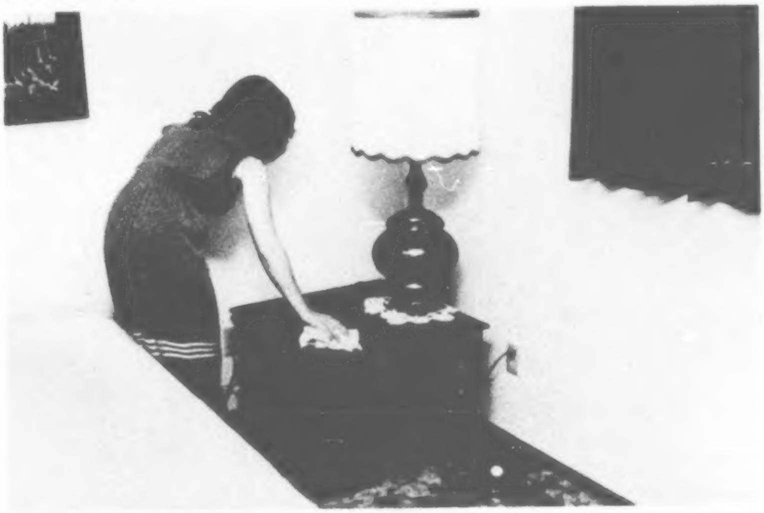
FIGURE 330



G. Dust furniture with dusting cloth (Figure 331; Job Sheet #1)

(NOTE: Remove items from furniture; dust surface and return items.)

FIGURE 331

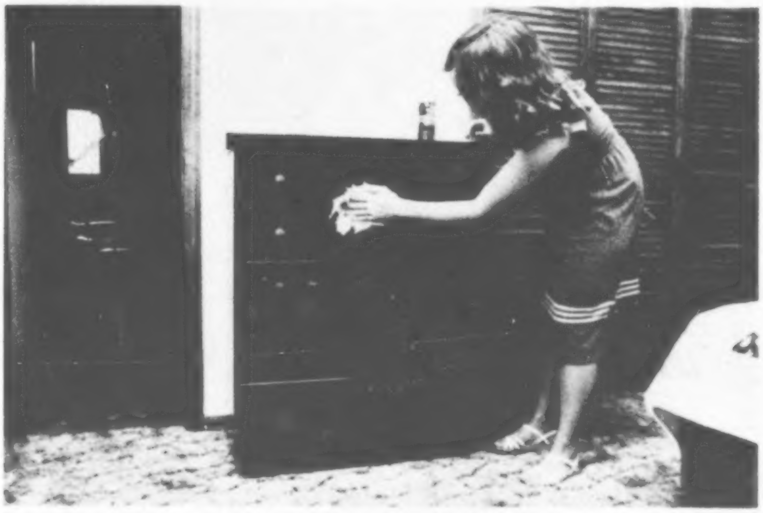


JOB SHEET #13

H. Polish wood furniture, using wood furniture polish and polishing cloth (Figure 332; Job Sheet #2)

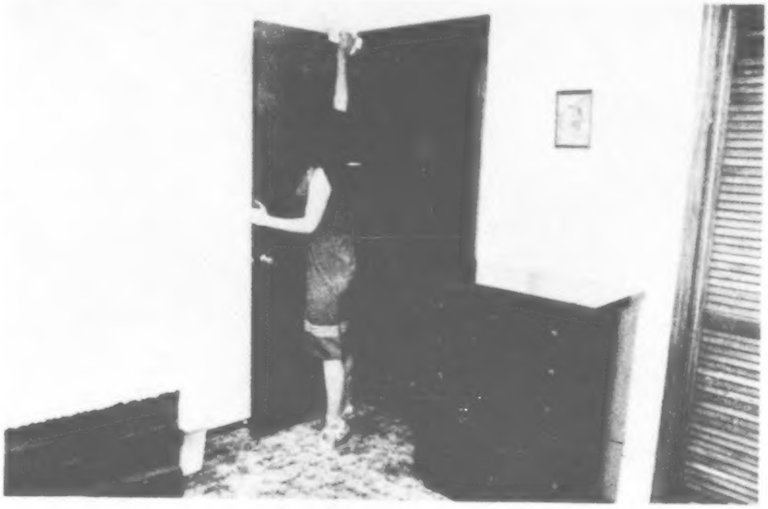
(NOTE: Read and follow manufacturer's directions.)

FIGURE 332



I. Dust window sills and door tops with dusting cloth or vacuum cleaner and dusting tool (Figure 333)

FIGURE 333

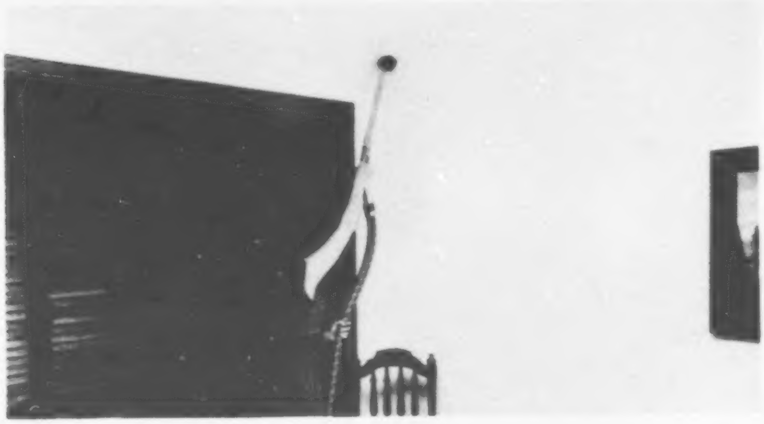


JOB SHEET #13

J. Dust or vacuum walls, using vacuum cleaner with dusting tool and wand attachment (Figure 334)

(NOTE: Pay particular attention to corners and edges.)

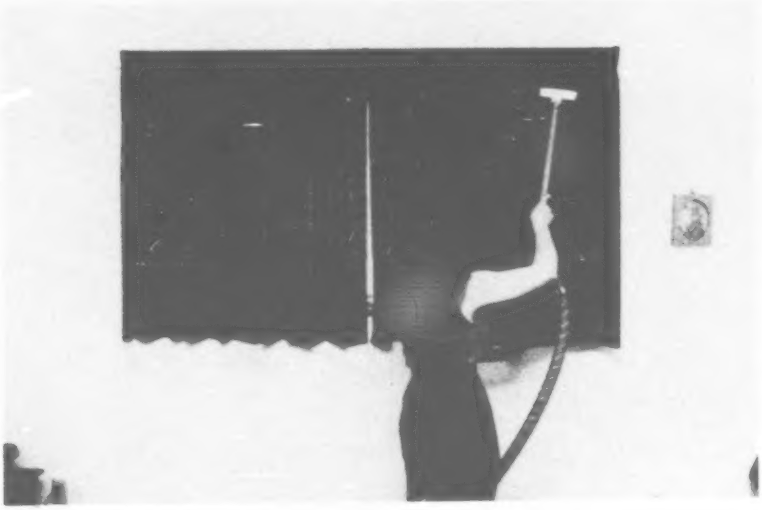
FIGURE 334



K. Vacuum draperies using vacuum cleaner with wand attachment and fabric nozzle (Figure 335)

(NOTE: Start at top and work down.)

FIGURE 335

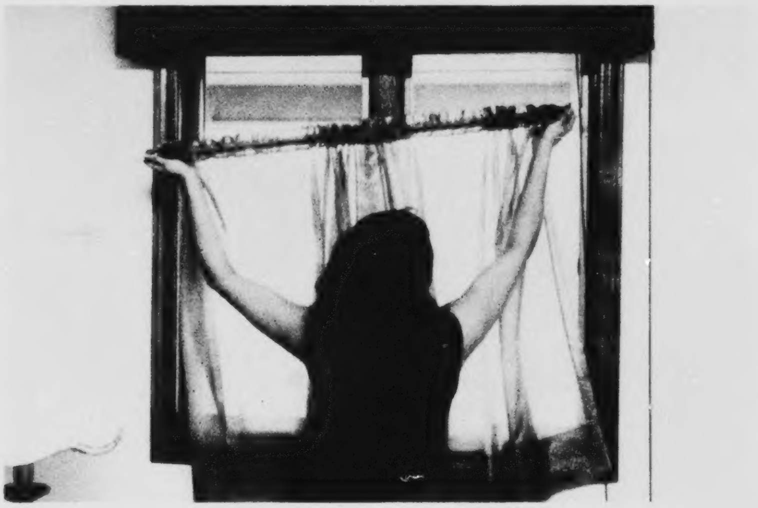


JOB SHEET #13

L. Remove curtains for laundering (Figure 336)

(NOTE: Follow care label when available.)

FIGURE 336



M. Vacuum upholstered furniture using upholstery nozzle and crevice tool attachments (Figure 337; Section A, Unit IV, Job Sheet #7)

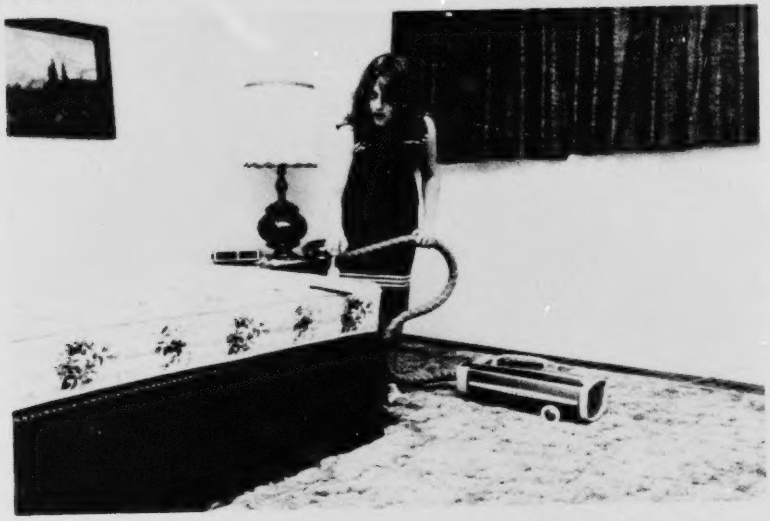
FIGURE 337

JOB SHEET #13

N. Vacuum mattress and mattress foundation using upholstery nozzle, crevice tool, and dusting tool attachment (Figure 338)

(NOTE: Mattress may require turning depending upon type of design.)

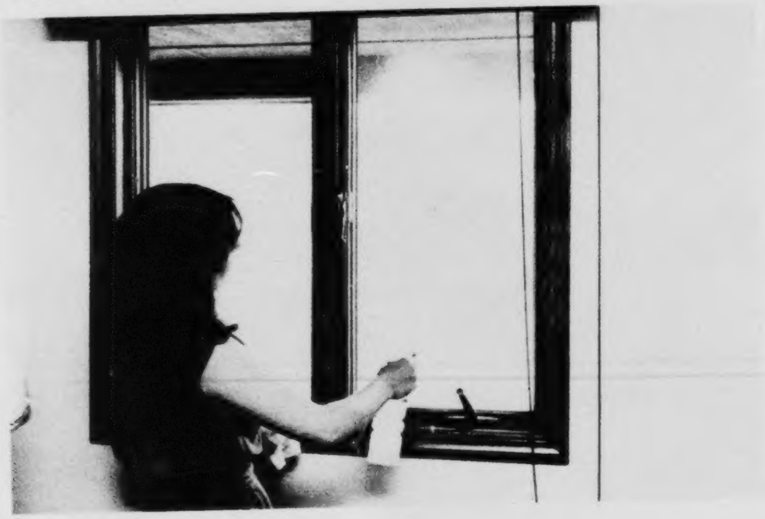
FIGURE 338



O. Clean inside surface of windows (Figure 339; Job Sheet #4)

(NOTE: Remove curtains, drapes, or shades as needed.)

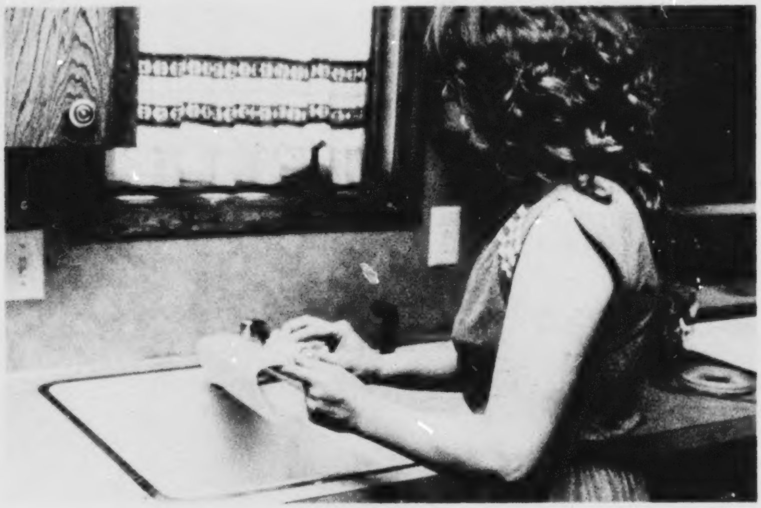
FIGURE 339



JOB SHEET #13

P. Remove diffusers on light fixtures and wash in kitchen or bathroom sink or tub (Figure 340)

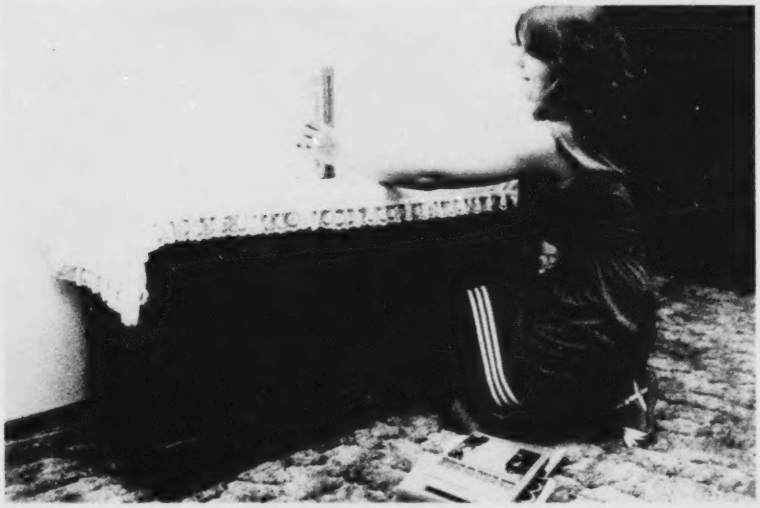
FIGURE 340



Q. Remove books and other small items from shelves and furniture tops; dust or damp wipe flat surfaces (Figure 341)

(NOTE: Wood furniture should be polished periodically.)

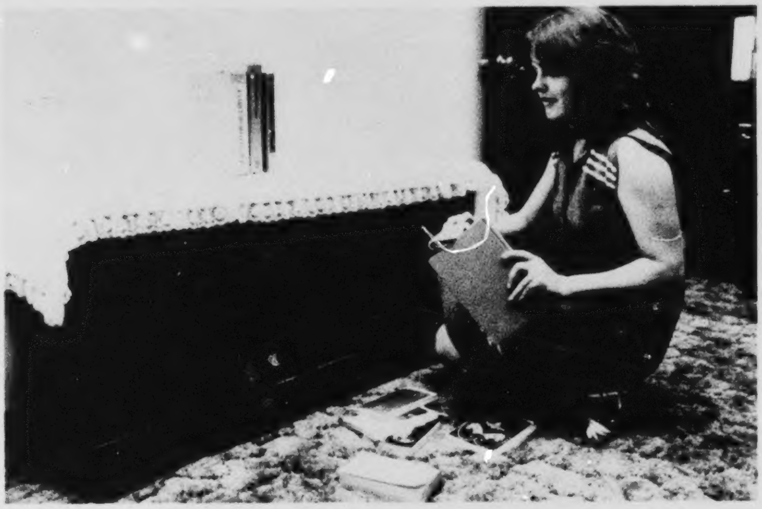
FIGURE 341



JOB SHEET #13

R. Dust or damp wipe books and other items removed from shelves or furniture tops and return to correct location (Figure 342)

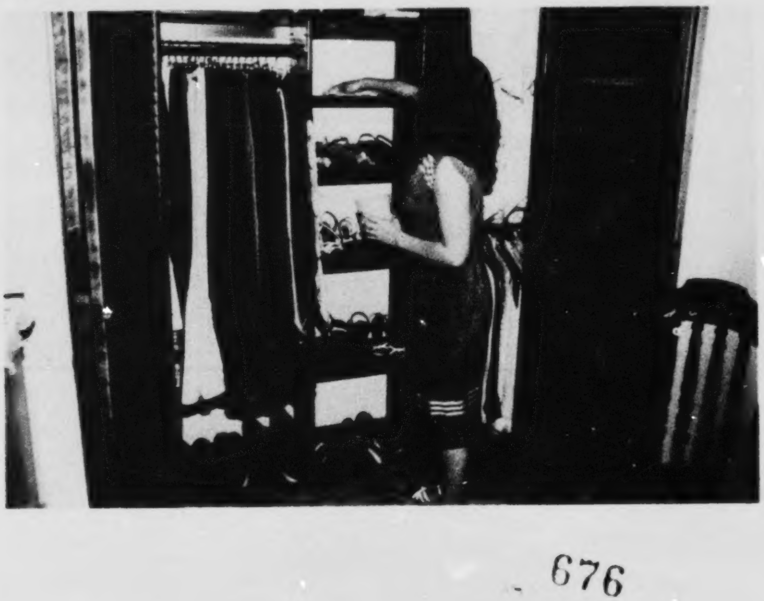
FIGURE 342



S. Straighten and clean drawers and closet shelves using a damp cloth or vacuum cleaner and dusting tool where applicable (Figure 343)

(NOTE: Items may have to be removed for cleaning and then returned to appropriate position.)

FIGURE 343

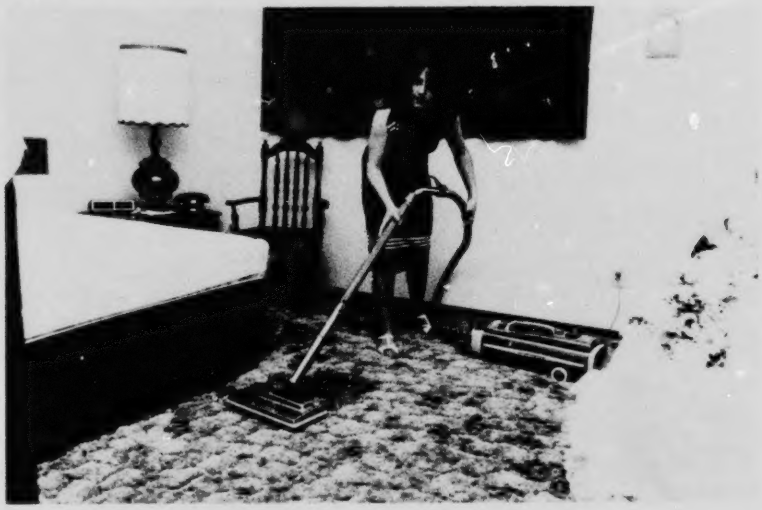


JOB SHEET #13

T. Vacuum carpet or rug (Figures 344-345; Section A, Unit IV, Job Sheet #1)

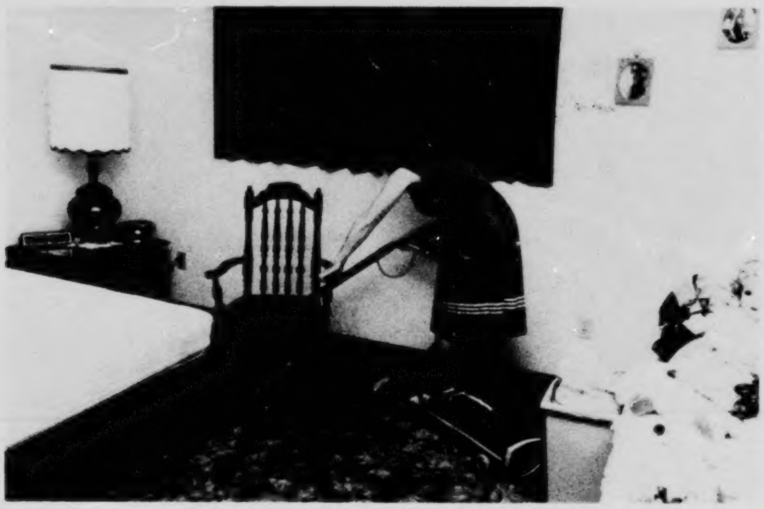
1. Use back-and-forth motion

FIGURE 344



2. Move all furniture and chairs, where possible, and vacuum behind and under each

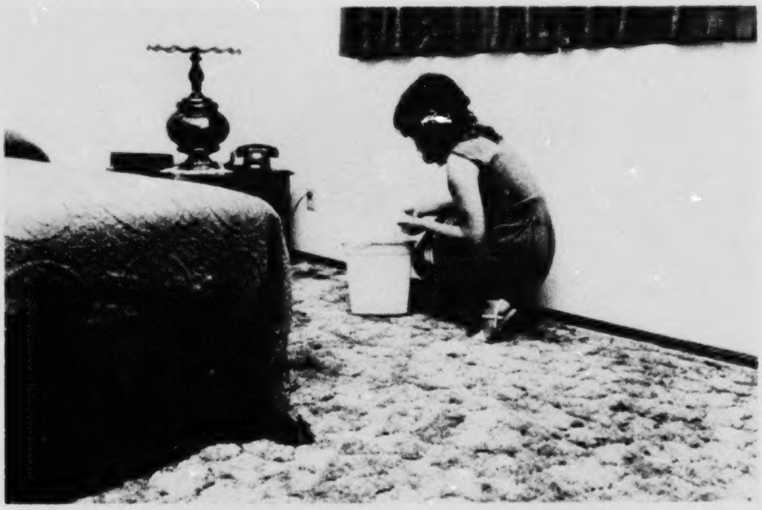
FIGURE 345



JOB SHEET #13

U. Empty wastebasket and install new liner (Figure 346)

FIGURE 346

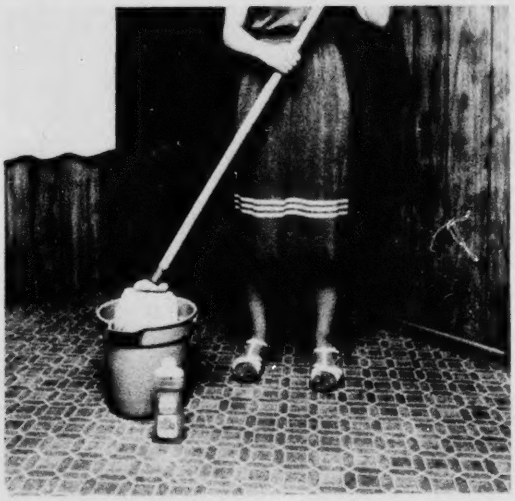


V. Wet mop noncarpeted floor area (Figures 347-356)

1. Dip mop in mop bucket containing detergent solution

   (NOTE: A scrub brush may be used for small areas.)

FIGURE 347

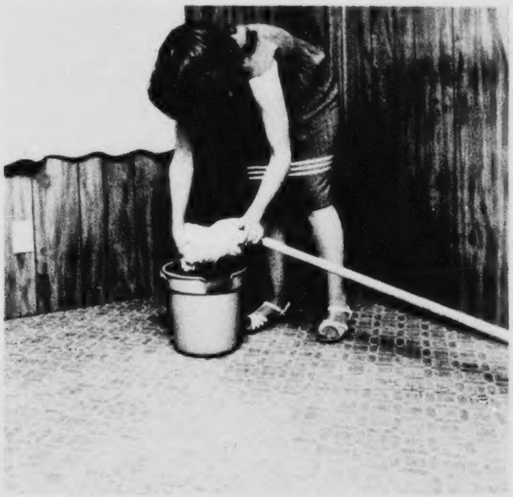


JOB SHEET #13

2. Wring out mop, or shake out brush

   (NOTE: Leave mop wet enough so that floor will remain wet for 3 to 4 minutes.)

FIGURE 348



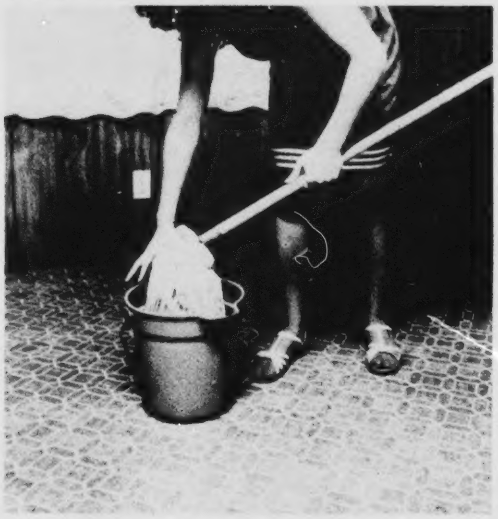
3. Apply detergent solution to floor, using rubbing action to loosen soiled spots

   (NOTE: Start at area farthest from door.)

JOB SHEET #13

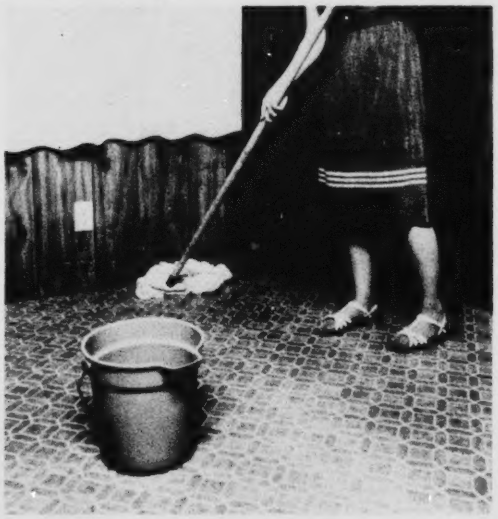
4. Re-dip mop frequently in detergent solution and wring out

FIGURE 350



5. Mop edges and corners

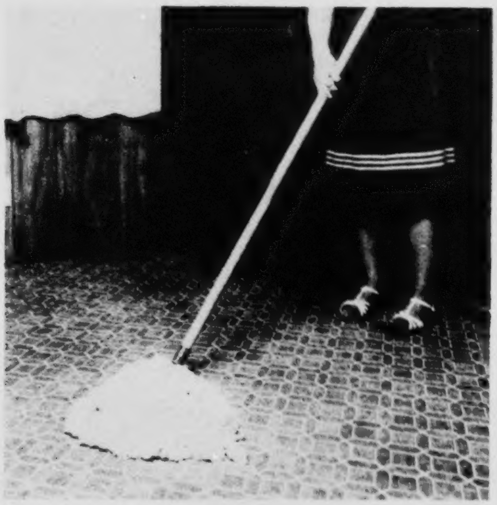
FIGURE 351



JOB SHEET #13

6. Continue applying solution until floor is covered

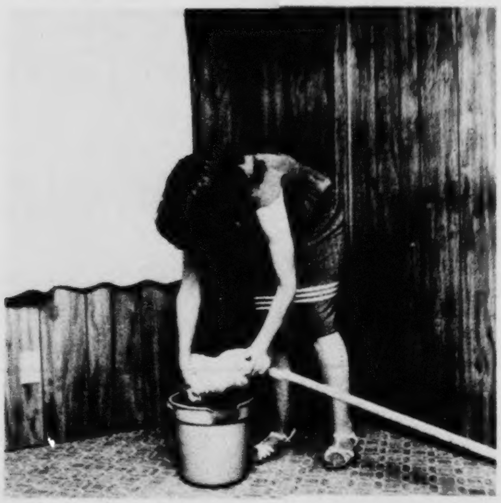
FIGURE 352



7. Wring out mop very dry and pick up detergent solution

   (NOTE: Cleaning cloths or towels can be used if floor is scrubbed with brush.)

FIGURE 353



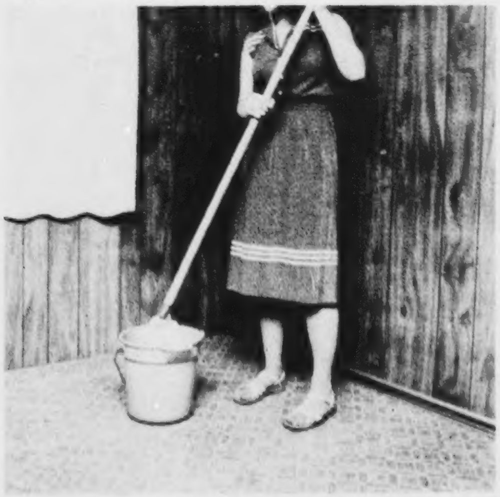
JOB SHEET #13

8. Rinse floor

   a. Dip mop up and down several times in rinse water

      (NOTE: Detergent solution may be poured out and bucket filled with clean water.)

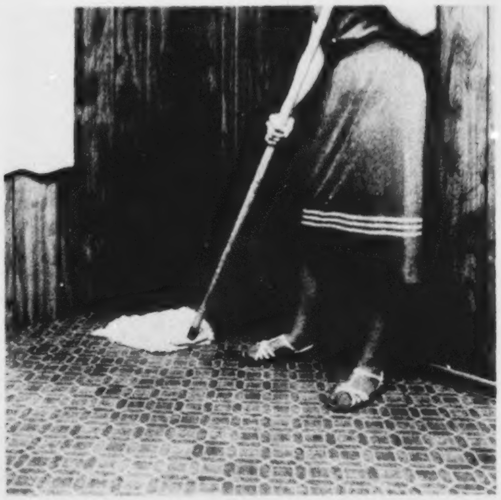
FIGURE 354



   b. Wring out mop and rinse floor starting at point farthest from door

      (NOTE: Dip mop and wring out frequently.)

FIGURE 355



9. Allow floor to dry

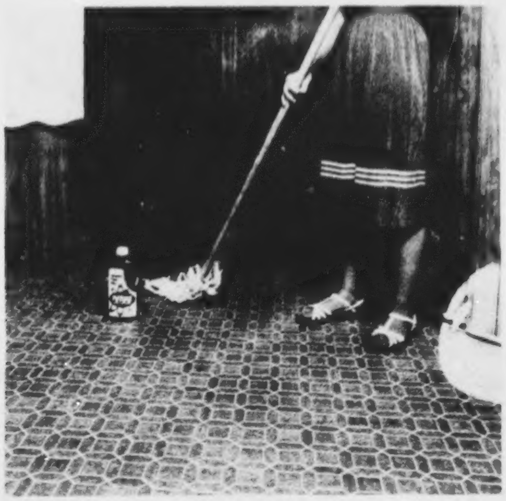
FIGURE 356

10
11
12
1
2
3
4
5
6
7
8
9

W. Apply finish (wax) to floor, if desired (Figure 357)

(NOTE: Follow manufacturer's directions for proper application.)

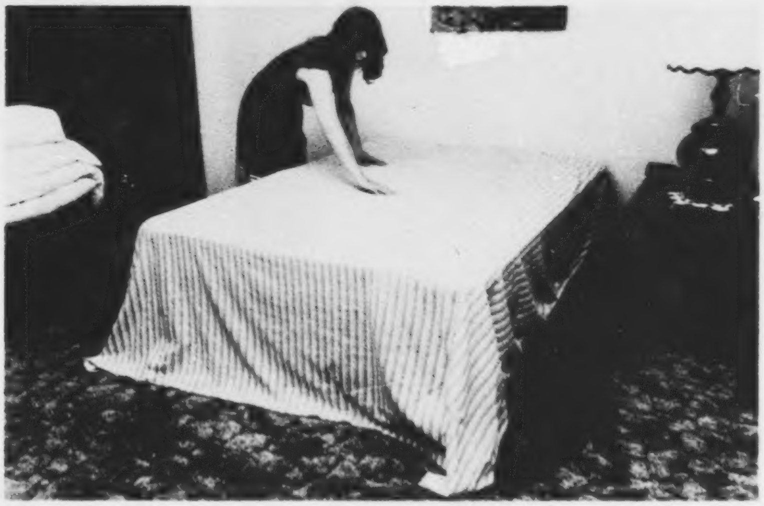
FIGURE 357



JOB SHEET #13

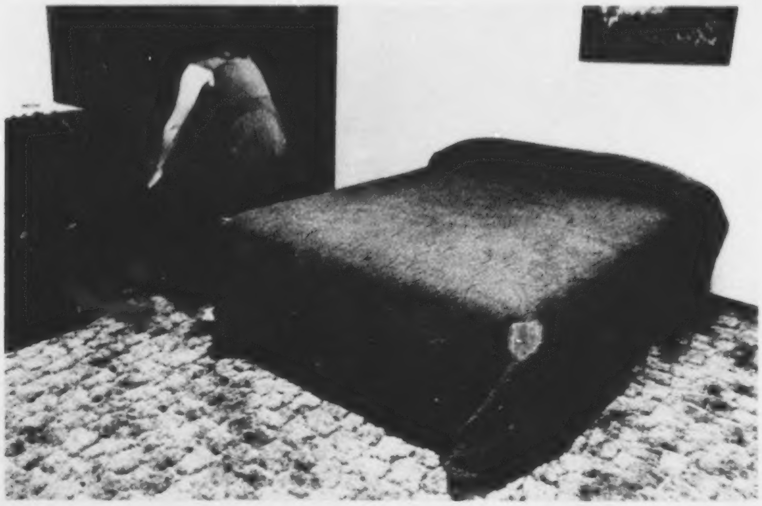
X. Make up bed with clean linen (Figure 358; Job Sheet #10)

FIGURE 358



Y. Check room for out-of-position furniture (Figure 359)

FIGURE 359

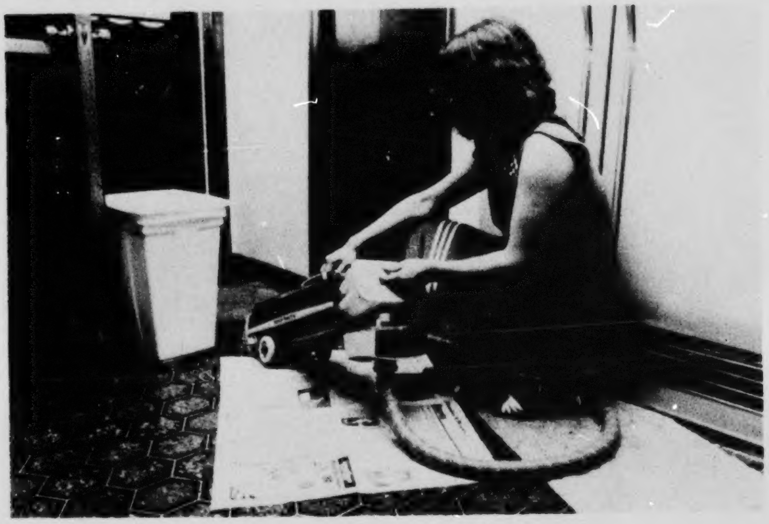


JOB SHEET #13

Z. Clean and store equipment (Figures 360-363)

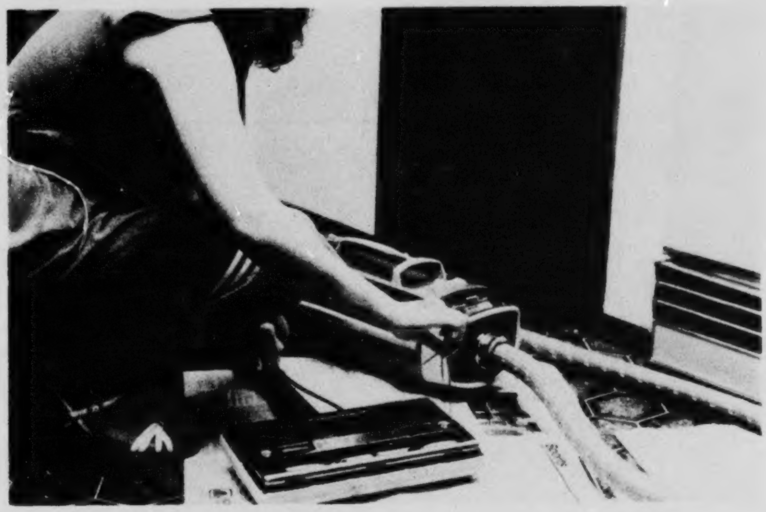
1. Empty or change vacuum cleaner bag

FIGURE 360



2. Remove string and hair from vacuum cleaner brush assembly

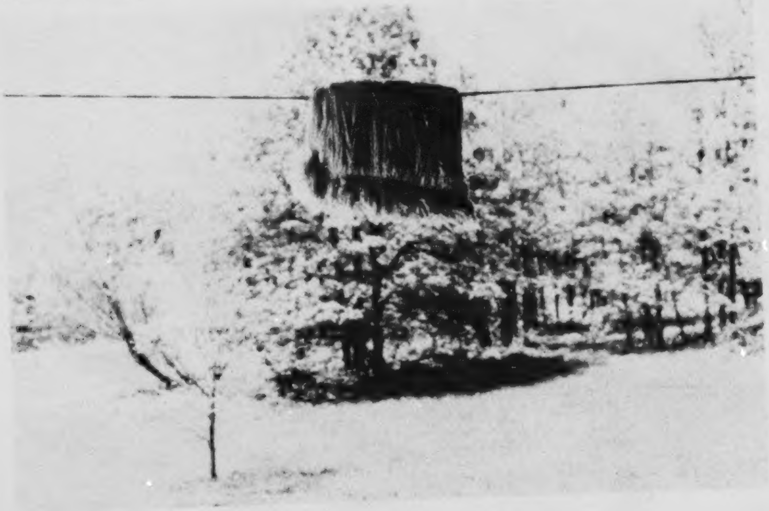
FIGURE 361



JOB SHEET #13

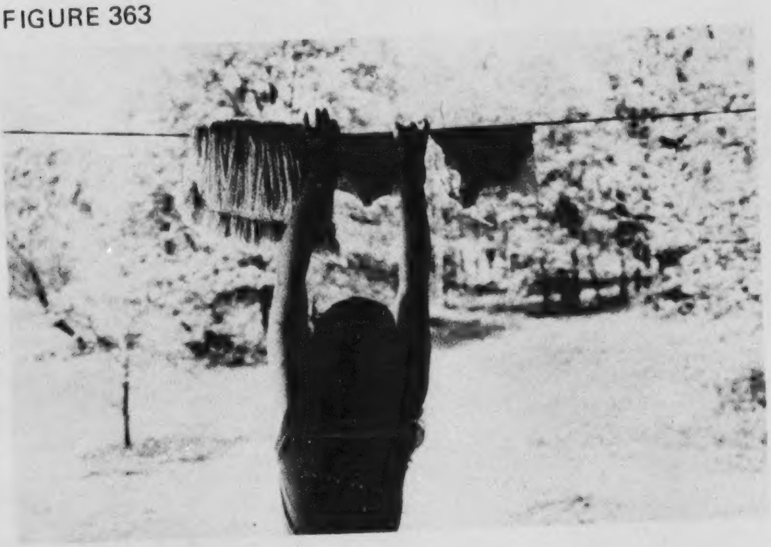
3. Wash out mop head and hang up to dry

FIGURE 362



4. Hang up wet washing cloths to dry

FIGURE 363



GENERAL CLEANING
UNIT I

TEST

NAME ______________________________ SCORE ______________

1. Match general cleaning terms to their correct definitions. Write the correct numbers in the blanks.

______a. Detergent that contains only a small amount of harsh chemical additives

______b. Removing dust, dirt, or small particles by using a suction machine and an air filter

______c. Container of liquid; gas under pressure dispenses the liquid through a valve in the form of a spray, mist, or foam

______d. Using a small amount

______e. Removing surface dust with a thoroughly wrung out mop and cool water containing no cleaning agent

______f. List or timetable of things you expect to do

______g. Using a mop wet with a cleaning agent to remove surface soil from the floor

1. Aerosol
2. Damp mopping
3. Mild detergent
4. Schedule
5. Sparingly
6. Vacuuming
7. Wet mopping

2. Match cleaning supplies used in residential general cleaning to their correct uses. Write the correct numbers in the blanks. Definitions continued on the next page.

______a. Protects wastebasket against soft drinks, gum, melting ice, and other hard-to-remove items

______b. General purpose cleaner

______c. Cleans and polishes windows, glass table tops, mirrors, plastics, and television screens

______d. Removes spots and soil from rugs and carpets

______e. Polishes and protects wood and wood-like furniture

1. Carpet shampoo
2. Wastebasket liner
3. Mild synthetic detergent
4. Furniture polish
5. Glass cleaner

TEST

_____f. Improves appearance and protects floor covering

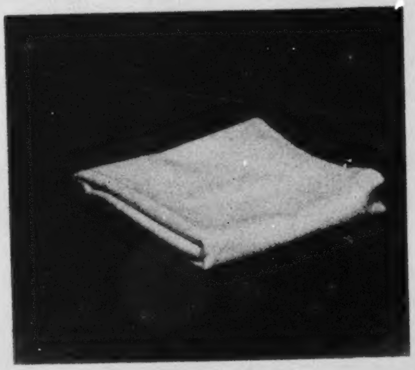
_____g. Removes old finish (wax) from floor surfaces

_____h. Cleans, beautifies, and protects wood paneling

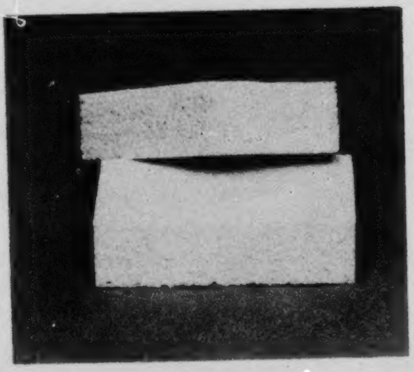
6. Floor stripper
7. Floor finish
8. Wood panel treatment oil

3. Identify equipment used in residential general cleaning. Write the correct names in the blanks under the pictures.

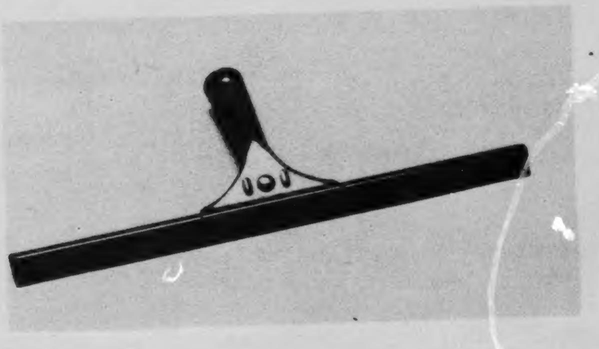
Dusting cloths **Sponges** **Window squeegee** **Spray bottle**



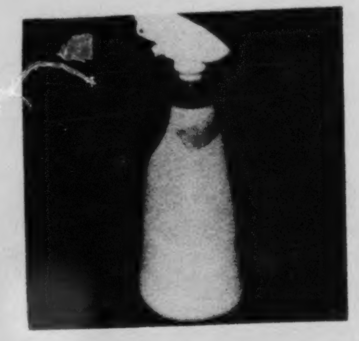
a. ______________________



b. ______________________



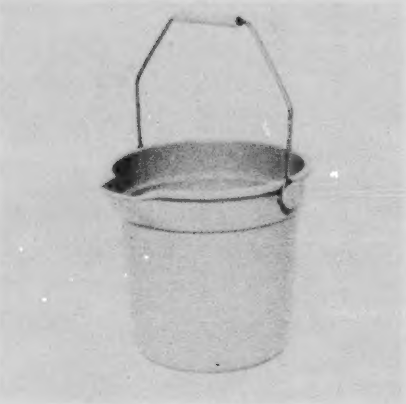
c. ______________________

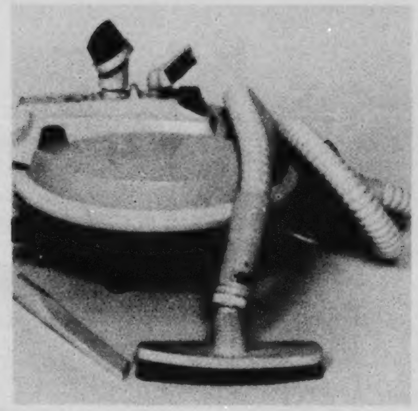


d. ______________________

TEST

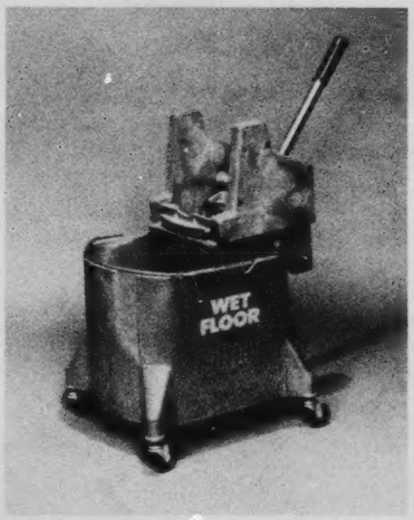
Canister vacuum with attachments **Mop bucket/wringer** **Stepladder** **Bucket**

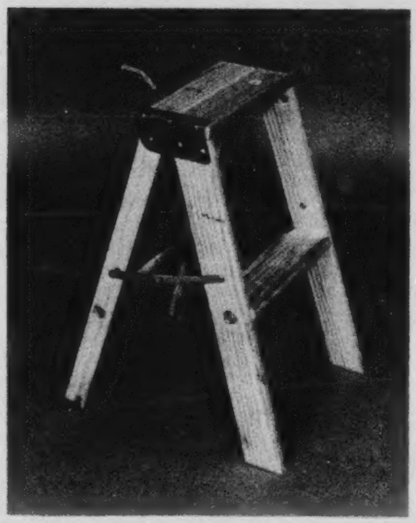




e. ______________________

f. ______________________



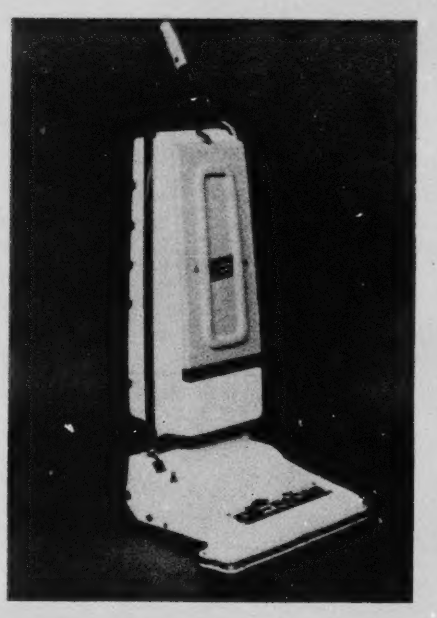


g. ______________________

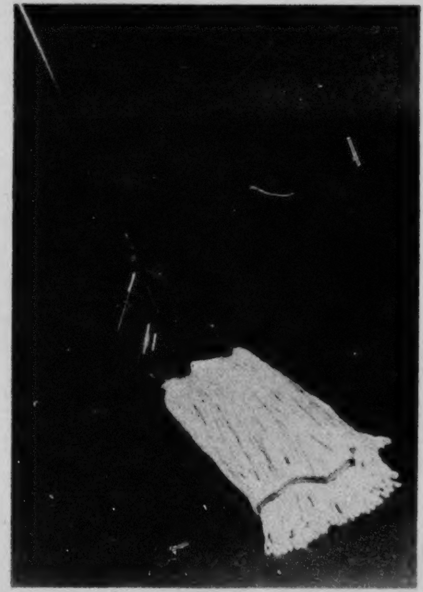
h. ______________________

TEST

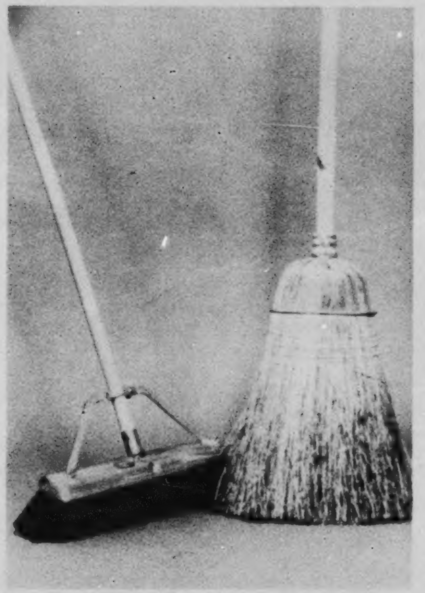
Brooms Dust mop Upright vacuum Wet mop



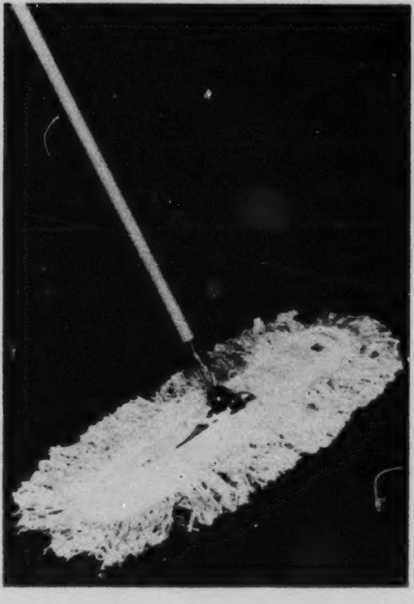
i. ______________________



j. ______________________



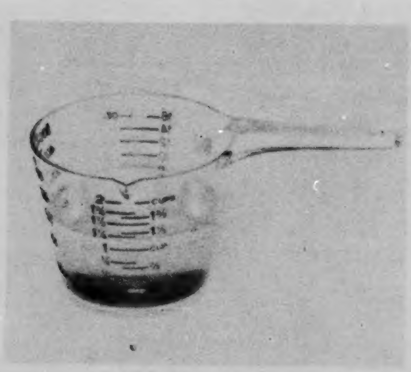
k. ______________________



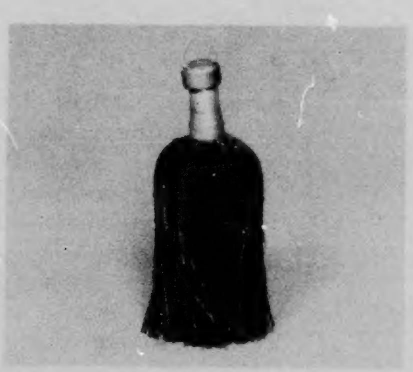
l. ______________________

TEST

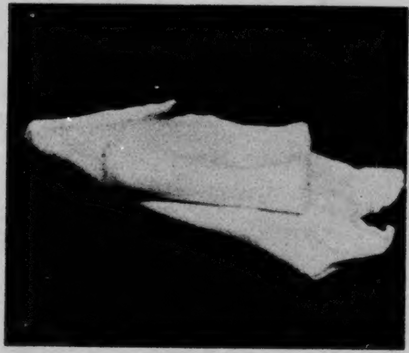
Measuring cup **Soft bristle brush** **Dustpan** **Cleaning cloths** **Whisk broom**



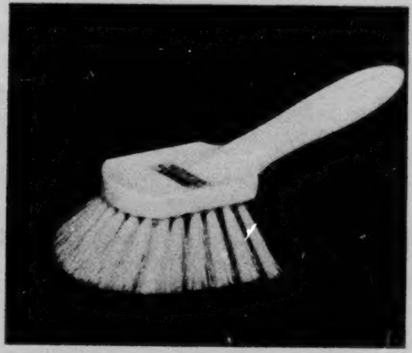
m. ____________________



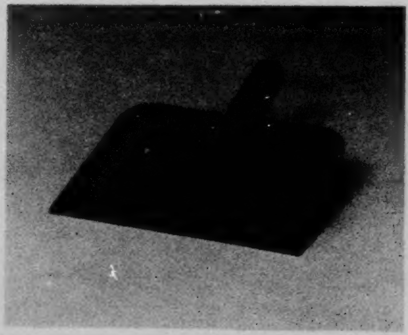
n. ____________________



o. ____________________



p. ____________________



q. ____________________

TEST

4. Match general cleaning equipment to their correct uses. Write the correct numbers in the blanks. Uses are continued on the next page.

_____a. Used for dusting and polishing furniture, picture frames, bed headboards, tables, lamps, horizontal and vertical surfaces of nonfabric construction; may be treated with treatment oil

_____b. Used for holding detergent solutions and rinse water for hand cleaning

_____c. Used to remove surface liquid from a flat surface by scraping

_____d. Used to remove trash and debris

_____e. Used wet to clean small areas; may be natural or synthetic

_____f. Used with attachments to vacuum upholstered furniture, ledges, window coverings, and corners where an upright vacuum cannot reach

_____g. Used for picking up dirt and trash

_____h. Used for reaching high places such as light fixtures and curtains

_____i. Used to touch up upholstered furniture when a vacuum is not used

_____j. Used for cleaning washable surfaces, light fixtures, television screens, and mirrors

_____k. Used for holding, transporting, and wringing out mop solutions and rinse water for noncarpeted area

_____l. Used to apply a liquid solution in mist or spray form during cleaning operations; hand pumped

_____m. Used to vacuum large, flat areas of carpet

_____n. Used for sweeping smooth, dry floors; usually treated to pick up dust

1. Broom
2. Canister or tank-type vacuum
3. Cleaning cloths
4. Dust cloths and polishing cloths
5. Dust mop
6. Dustpan
7. Whisk broom
8. Mop bucket/wringer
9. Bucket (pail)
10. Window squeegee
11. Spray bottle
12. Sponges
13. Stepladder
14. Upright vacuum

TEST

______o. Used for transferring liquids to and from floor surface

______p. Used to measure ingredients for mixing cleaning solutions; graduated

______q. Used for small, hand-cleaning tasks; has soft bristles

15. Wet mop
16. Measuring cup
17. Scrub brush

5. Match general cleaning schedules to their correct definitions. Write the correct numbers in the blanks.

______a. Cleaning and maintaining those items required to maintain a high level of sanitation (health), extend the useable life of the house and furnishings, and prevent property damage

______b. Cleaning tasks that are not performed on a routine basis and are often done during certain seasons of the year

______c. Cleaning or picking up those items required to keep the house functioning and free from vermin (bugs, rodents)

______d. Cleaning those areas that require extra time or special equipment

1. Daily
2. Weekly
3. Monthly
4. Periodic or seasonal

6. Select from the following list hints for efficient general cleaning. Write an "X" in the blank before each correct answer.

______a. Collect and organize tools and supplies needed for each cleaning task

______b. Clean at a different time each day to avoid boredom

______c. Apply wax in heavy coats so task will not have to be done too often

______d. Start dusting at highest points and work down

______e. Schedule as many jobs as possible in one day to save time

______f. Sweep or dust floors *after* dusting furniture

______g. Change vacuum cleaner filter bags frequently for effective dust removal

______h. Touch up only areas that are cleaned daily or weekly

______i. To avoid drips, wring out cloth or sponge before damp wiping

______j. Wash clean items first so that you can use dirty water on dirty items

TEST

7. Match furniture care terms to their correct definitions. Write the correct numbers in the blanks.

______a. Removing fine powdered particles of dirt and soil by wiping, brushing, shaking, or vacuuming

______b. Applying a liquid or paste wax to a surface for protection and improved appearance

______c. Producing a smooth, glossy surface by rubbing with a cloth or tool with or without an abrasive liquid, paste wax, or cleaner

______d. Shining by rubbing with a soft cloth or tool

______e. Pattern lines of a piece of wood

1. Waxing
2. Polishing
3. Dusting
4. Buffing
5. Grain of wood

8. Select from the following list helpful hints for effective dusting. Write an "X" in the blank before each correct answer.

______a. Cup your hand over the cleaning cloth to prevent scattering dirt trapped in cloth

______b. Use circular motion for effective dusting

______c. Shake cloth outdoors, or replace with clean one

______d. Use clean, soft cloth made from cotton, flannel, or wool, with buttons, snaps, and heavy seams removed

______e. Dust mid-level places first, and work upward

______f. Use long, straight strokes

______g. Use fast, short strokes

______h. Fold cloth to provide several cleaning surfaces

______i. Wipe with gentle strokes and little pressure

______j. Avoid scattering dust with quick, rough movements of the cloth

______k. Dust high places first, and work downward

______l. Shake cloth into trash can, or rinse in sink

TEST

9. Select from the following list items or procedures that will damage wood furniture. Write an "X" in the blank before each correct answer.

______a. Applying correct type of polish for finish

______b. Applying too much furniture polish

______c. Dusting with a clean cloth

______d. Polishing over a dirty surface

______e. Dusting furniture frequently

______f. Failing to use felt under lamps and ashtrays

______g. Placing furniture in dark room

______h. Waxing an oil-rubbed finish

______i. Placing furniture too close to heat source or exposing to extreme weather

(NOTE: Test questions 10-12 are assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

10. Read label information for cleaning supplies used in general residential cleaning.

11. Fold a dusting cloth.

12. Demonstrate the ability to

    a. Dust a unit of furniture with a treated dusting cloth.

    b. Clean and polish wood furniture with furniture polish (wax).

    c. Clean and treat wood paneling.

    d. Clean windows using spray method.

    e. Clean windows with squeegee.

    f. Perform daily living room cleaning tasks.

    g. Perform weekly living room cleaning tasks.

    h. Perform monthly or periodic living room cleaning tasks.

    i. Make a mitered corner.

TEST

j. Make a bed using clean linen.

k. Perform daily bedroom cleaning and straightening tasks.

l. Perform weekly bedroom cleaning and straightening tasks.

m. Perform monthly or periodic bedroom cleaning and straightening tasks.

GENERAL CLEANING
UNIT I

ANSWERS TO TEST

1. a. 3
   b. 6
   c. 1
   d. 5
   e. 2
   f. 4
   g. 7

2. a. 2
   b. 3
   c. 5
   d. 1
   e. 4
   f. 7
   g. 6
   h. 8

3. a. Dusting cloths
   b. Sponges
   c. Window squeegee
   d. Spray bottle
   e. Bucket
   f. Canister vacuum with attachments
   g. Mop bucket/wringer
   h. Stepladder
   i. Upright vacuum
   j. Wet mop
   k. Brooms
   l. Dust mop
   m. Measuring cup
   n. Whisk broom
   o. Cleaning cloths
   p. Soft bristle brush
   q. Dustpan

4. a. 4
   b. 9
   c. 10
   d. 1
   e. 12
   f. 2
   g. 6
   h. 13
   i. 7
   j. 3
   k. 8
   l. 11
   m. 14
   n. 5
   o. 15
   p. 16
   q. 17

ANSWERS TO TEST

5. a. 2 c. 1
   b. 4 d. 3

6. a, d, g, i

7. a. 3 d. 4
   b. 1 e. 5
   c. 2

8. a, c, d, f, h, i, j, k

9. b, d, f, h, i

10. Evaluated to the satisfaction of the instructor

11. Evaluated to the satisfaction of the instructor

12. Performance skills evaluated to the satisfaction of the instructor

KITCHEN CLEANING
UNIT II

UNIT OBJECTIVE

After completing this unit, the student should be able to identify equipment and supplies used in residential kitchen cleaning, and match cleaning terms, equipment, and supplies to their descriptions or uses. The student should also be able to demonstrate the ability to perform daily, weekly, and periodic kitchen cleaning tasks. This knowledge will be shown by completing assignment sheet, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match kitchen cleaning terms to their correct definitions.
2. Match common types of ovens found in residential homes to their correct definitions.
3. Identify equipment used in residential kitchen cleaning.
4. Match residential kitchen cleaning equipment to the correct descriptions/uses.
5. Match residential kitchen cleaning supplies to their correct descriptions/uses.
6. Select from a list reasons for daily kitchen cleaning.
7. Classify residential kitchen cleaning tasks as to proper cleaning schedules.
8. Select from a list hints for kitchen safety while cleaning.
9. Arrange groups of dishes in suggested order of washing.
10. Distinguish between right and wrong methods of handling clean dishes.
11. Read label information for residential kitchen cleaning supplies.
12. Demonstrate the ability to
    a. Wash dishes by hand.
    b. Wash dishes with an automatic dishwasher.
    c. Spot clean a refrigerator/freezer.
    d. Thoroughly clean and defrost a conventional refrigerator/freezer.

OBJECTIVE SHEET

e. Clean a frost-free refrigerator/freezer.

f. Clean an exhaust ventilation hood.

g. Clean an electric range top.

h. Clean a gas range top.

i. Clean a conventional oven.

j. Clean a microwave oven.

KITCHEN CLEANING
UNIT II

SUGGESTED ACTIVITIES

I. Suggested activities

   A. Make transparencies.

   B. Provide students with objective sheet.

   C. Provide students with information and assignment sheets.

   D. Discuss unit and specific objectives.

   E. Discuss information and assignment sheets.

   F. Make sound pages from transparencies if equipment is available.

   G. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #1.

   H. Provide instructions on how to work Assignment Sheet #1 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

   I. Make answer key for Assignment Sheet #1.

   J. Arrange for industry person to talk or give demonstration to the class.

      EXAMPLES: Electric or gas utility company representative, appliance manufacturer, school supplier

   K. Arrange for a field trip.

   L. Obtain materials and equipment needed to complete job sheets.

   M. Demonstrate and discuss procedures outlined in job sheets.

   N. Allow time for students to practice job sheets.

   O. Videotape students performing job sheets if equipment is available.

   P. Use blank test and answers to test to make test answer key, if desired.

   Q. Give test.

   R. Reteach if necessary.

II. Instructional materials

   A. Objective sheet

   B. Suggested activities

SUGGESTED ACTIVITIES

C. Information sheet

D. Transparency masters

   1. TM #1--Items Not to be Washed in Dishwasher
   2. TM #2--Automatic Dishwasher
   3. TM #3--Refrigerator/Freezer
   4. TM #4--Electric Range
   5. TM #5--Gas Range
   6. TM #6--Microwave Oven

E. Assignment Sheet #1--Read Label Information for Residential Kitchen Cleaning Supplies

F. Answers to assignment sheet

G. Job sheets

   1. Job Sheet #1--Wash Dishes by Hand
   2. Job Sheet #2--Wash Dishes with an Automatic Dishwasher
   3. Job Sheet #3--Spot Clean a Refrigerator/Freezer
   4. Job Sheet #4 -- Thoroughly Clean and Defrost a Conventional Refreigerator/Freezer
   5. Job Sheet #5--Clean a Frost-Free Refrigerator/Freezer
   6. Job Sheet #6--Clean an Exhaust Ventilation Hood
   7. Job Sheet #7--Clean an Electric Range Top
   8. Job Sheet #8--Clean a Gas Range Top
   9. Job Sheet #9--Clean a Conventional Oven
   10. Job Sheet #10--Clean a Microwave Oven

H. Test

I. Answers to test

SUGGESTED ACTIVITIES

III. Unit references

A. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4401*. "Kitchen Safety." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

B. Herndon, Sue. *Family Living Tips A5203*. "Cleaning Electric Ranges." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

C. Herndon, Sue. *Family Living Tips A5204*. "Care of Gas Ranges." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

D. Herndon, Sue. *Family Living Tips A5207*. "Make Dishwashing Easy." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

E. Herndon, Sue. *Family Living Tips A5208*. "Removing Odors from Refrigerators and Freezers." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

F. Starr, Mary Catharine. *Management for Better Living*. Lexington, Massachusetts: D.C. Heath and Company, 1968.

KITCHEN CLEANING
UNIT II

INFORMATION SHEET

I. Terms and definitions

A. Damp wipe (DAMP WIPE)--To remove surface soil or dust with a slightly moist cleaning cloth or sponge

B. Lukewarm (LUKE/WARM)--Barely or moderately warm

C. Warm (WARM)--Temperature just comfortable to touch

D. Hot (HOT)--Temperature too high to touch without discomfort or pain

E. Scour (SCOUR)--To clean or polish by vigorous rubbing

F. Spatula (SPAT/u/la)--Flat tool used for scraping dishes, spreading food, and leveling ingredients; may be rubber or metal

II. Common types of ovens found in residential homes

(NOTE: These ovens may be electric or gas models.)

A. Continuous cleaning (con/TIN/u/ous)--Oven with a special textured enamel coating on the inside surfaces which causes grease splatters to spread out and burn off as the oven is used at temperatures above 375°F

(CAUTION: OVEN CLEANERS, SOAP, AND ABRASIVE CLEANERS SHOULD NOT BE USED ON THESE SPECIAL SURFACES.)

B. Convection (con/VEC/tion)--Oven that uses a fan to circulate heated air around inside of oven to decrease cooking time and provide even cooking

C. Conventional (con/VEN/tion/al)--Oven that does not have special features such as self-cleaning, continuous cleaning, or ceramic cooking top

D. Microwave (MI/cro/wave)--Oven that changes electrical current into electromagnetic (radio-type) waves that penetrate the food causing the molecules to agitate (move rapidly), thus creating heat from friction which in turn cooks or heats the food

(NOTE: These ovens are only available in electric models.)

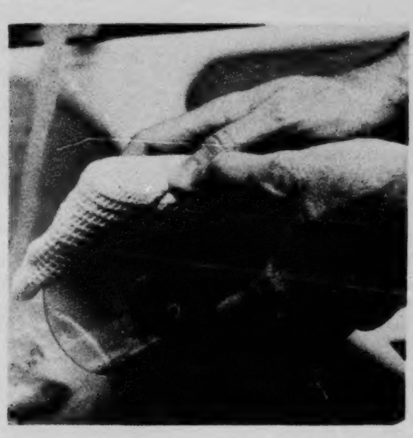
E. Self-cleaning (SELF-/CLEAN/ing)--Oven that has a high temperature (900°F) cycle to burn up or decompose food particles spilled or spattered in the oven

INFORMATION SHEET

III. Equipment used in residential kitchen cleaning (Figures 1-12)

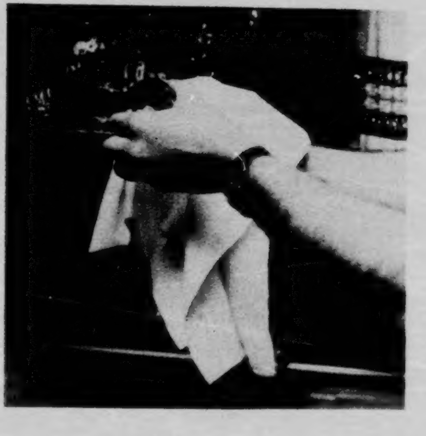
A. Dishcloth

FIGURE 1



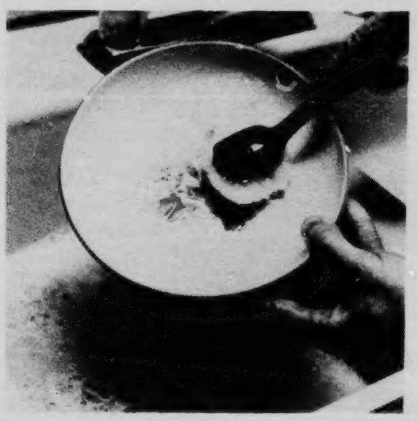
B. Dish towel

FIGURE 2



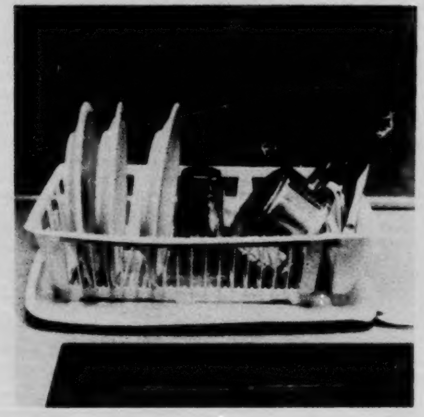
C. Dishwashing scrub brush

FIGURE 3



D. Draining rack with mat

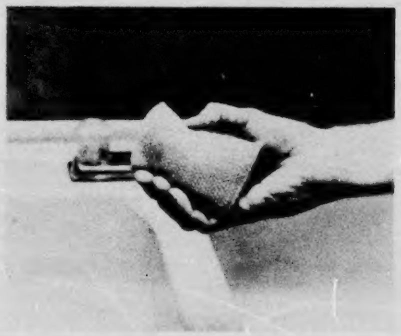
FIGURE 4



INFORMATION SHEET

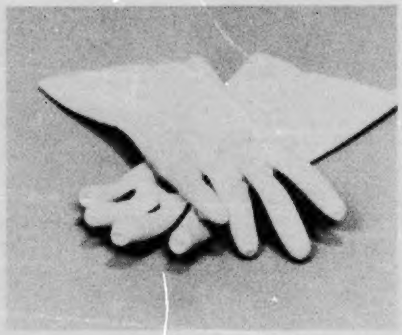
E. Fabric scouring pad

FIGURE 5



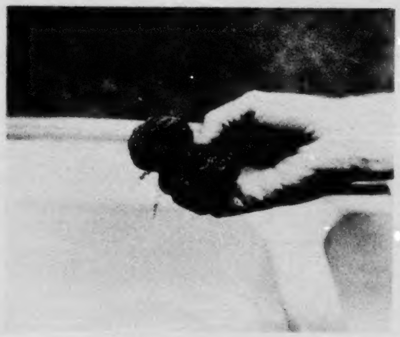
F. Rubber gloves

FIGURE 6



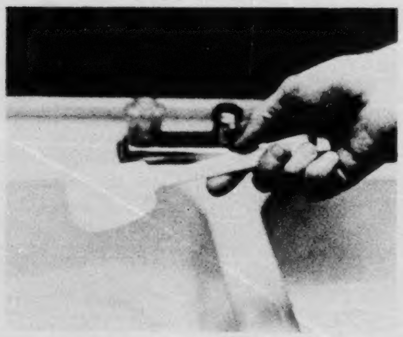
G. Metal scouring pad

FIGURE 7



H. Rubber spatula

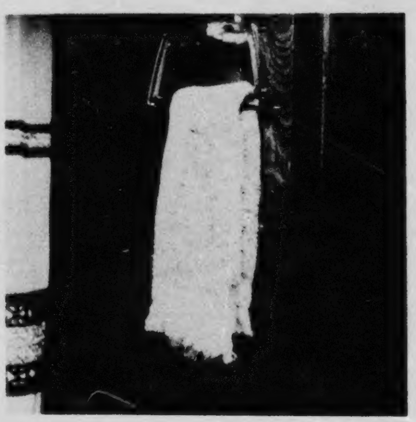
FIGURE 8



INFORMATION SHEET

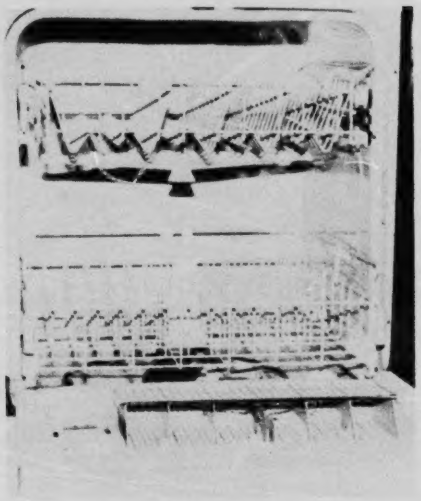
I. Kitchen towel

FIGURE 9



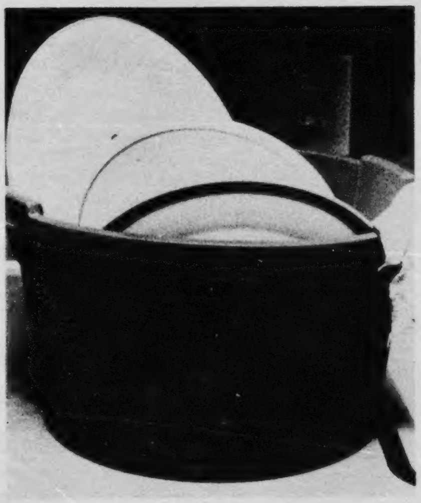
J. Automatic dishwasher

FIGURE 10



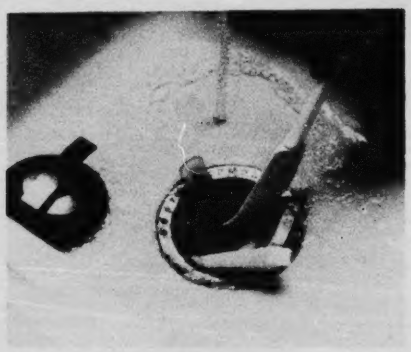
K. Dishpan

FIGURE 11



L. Garbage disposal

FIGURE 12



INFORMATION SHEET

IV. Residential kitchen cleaning equipment and uses

A. Dishcloth--Small cloth used for washing dishes and damp wiping kitchen appliances and counter tops

B. Dish towel--Cloth (often linen because it is lint-free) used to dry dishes, glasses, silverware (flatware), utensils, and pots and pans

C. Kitchen towel--Small towel (often terry cloth) used to dry hands, counter tops, and kitchen appliances

D. Dishwashing scrub brush--Small brush used to scrub dishes before and during washing to remove excess or difficult food deposits

E. Draining rack with mat--Metal or plastic rack and mat used for draining and air-drying dishes

F. Fabric scouring pad--Pad used to scour difficult food stains and deposits

(NOTE: A fabric scouring pad may be used with scouring powder.)

G. Garbage disposal--Device used to grind food particles so that they may be disposed of through the kitchen sink drain without clogging the drain

H. Rubber gloves--Covering used to protect hands from water, detergent, and soil

I. Rubber spatula--Utensil used to scrape excess food from dishes before washing

J. Metal scouring pad--Pad used to remove difficult food deposits and to polish cooking and serving dishes, and pots and pans

(NOTE: Metal scouring pads may or may not contain detergent.)

K. Automatic dishwasher--Machine used to wash, rinse, and dry dishes (Transparency #2)

L. Dishpan--Large, deep pan (often plastic) used for washing dishes, utensils, and pots and pans

(NOTE: Dishpans are sometimes used to prevent the sink from getting scuffed or marred.)

V. Residential kitchen cleaning supplies (Assignment Sheet #1)

A. Automatic dishwasher detergent--Special formula detergent manufactured for use in automatic dishwashers

B. Automatic dishwasher rinse agent--Special formula wetting agent used in automatic dishwashers to prevent water spotting

INFORMATION SHEET

C. Baking soda (bicarbonate of soda)--Substance used for cooking, absorbing odors, and cleaning refrigerators and freezers

D. Chemical oven cleaner--Strong caustic solution used for heavy-duty oven cleaning

E. Household ammonia--General-purpose cleaner, the vapors of which are a good oven degreaser

F. Liquid paste cleanser--Abrasive liquid paste used to remove stubborn stains and spots

G. Stainless steel cleaner--Special cleanser formulated to clean, polish, and restore shine to stainless steel

VI. Reasons for daily kitchen cleaning

A. To prevent spoilage or contamination of leftover food

EXAMPLES: Mold, salmonella (food poisoning)

B. To prevent pests

EXAMPLES: Cockroaches, ants, flies, mice

C. To eliminate cooking odors

D. To maintain appearance of kitchen

E. To allow kitchen area to be used for purposes other than cooking or eating

EXAMPLES: Folding clothes, ironing, studying at table

VII. Residential kitchen cleaning schedules

A. Daily kitchen cleaning tasks

1. Clear and clean table

(NOTE: Table should be cleared and cleaned after each meal.)

2. Dispose of garbage

(NOTE: A plastic liner should be used in garbage containers.)

3. Wash dishes

(NOTE: Wash dishes after each meal or place in dishwasher.)

4. Spot clean major kitchen appliances

EXAMPLES: Refrigerator, oven, range top, vent hood

INFORMATION SHEET

5. Damp wipe counter tops and sink
6. Empty trash

   (NOTE: A plastic liner should be used in trash containers.)
7. Sweep or damp mop noncarpeted floor
8. Vacuum carpeted areas

B. Weekly kitchen cleaning tasks

1. Clean out refrigerator and throw away leftovers
2. Clean dirty parts of range (Transparencies #4, #5, and #6)
3. Dust windowsills and shades
4. Damp wipe all appliances
5. Clean trash and garbage containers
6. Wet mop noncarpeted floor
7. Vacuum thoroughly all carpeted areas

C. Monthly or periodic kitchen cleaning tasks

1. Defrost and clean refrigerator (Transparency #3)
2. Clean oven and range thoroughly
3. Clean kitchen cabinets and drawers
4. Wash vent filters
5. Polish exterior surfaces of appliances
6. Wash windows
7. Clean light fixtures
8. Remove and launder curtains
9. Refinish (wax) floor
10. Clean behind refrigerator and range

    (CAUTION: CARE MUST BE TAKEN WHEN MOVING UNITS BECAUSE OF PLUMBING AND ELECTRICAL CONNECTIONS.)
11. Test smoke alarm

INFORMATION SHEET

VIII. Hints for kitchen safety while cleaning

A. Remove items one at a time from refrigerator to avoid breaking

B. Mop up all spilled water and pick up loose ice particles from floor

C. Be sure hands are dry when plugging in electrical appliances

D. Wash and rinse sharp knives one at a time

(CAUTION: NEVER PUT SHARP KNIVES IN DISHWASHER WITH OTHER UTENSILS.)

E. Be cautious of nicks and sharp edges when washing dishes

EXAMPLE: Rims of drinking glasses

F. Handle all cooking utensils, oven racks, and burners as hot items until proven otherwise

G. Keep all cabinet doors and drawers closed to avoid contact injuries

H. Unplug small appliances before cleaning

I. Sweep or wipe up broken glass immediately

(NOTE: Small pieces of glass may be picked up with moist cotton or with paper towels.)

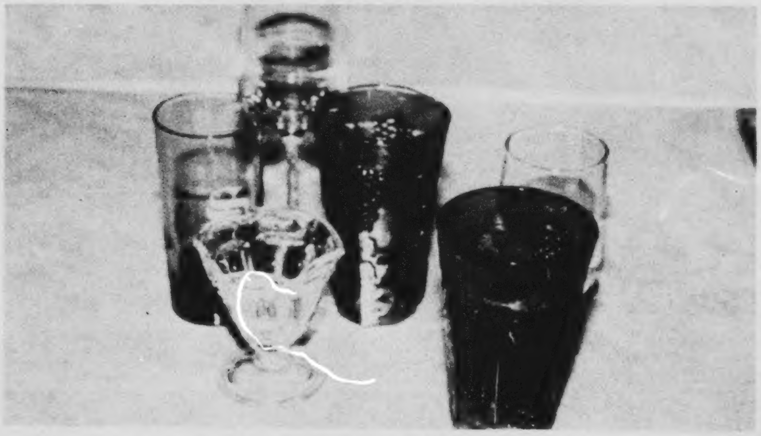
J. Wear rubber gloves to protect hands from skin irritation caused by chemical burns, water, or soil

IX. Suggested order of washing dishes by groups (Figures 13-18; Transparency #1)

A. Glassware

EXAMPLE:

FIGURE 13

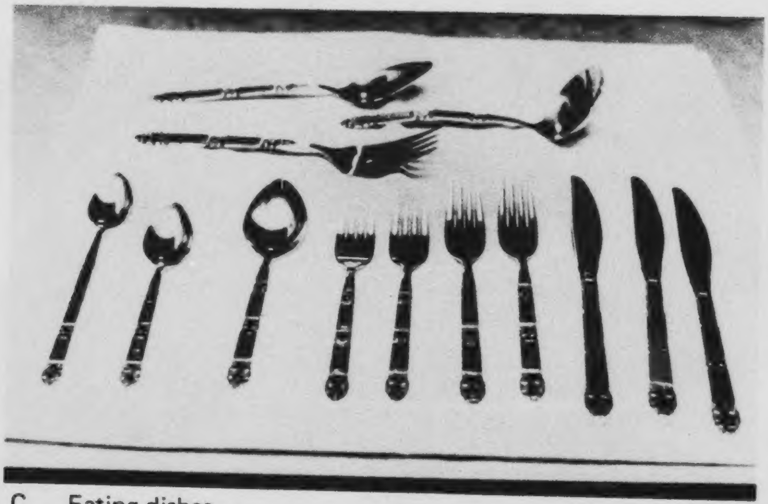


INFORMATION SHEET

B. Flatware

EXAMPLE:

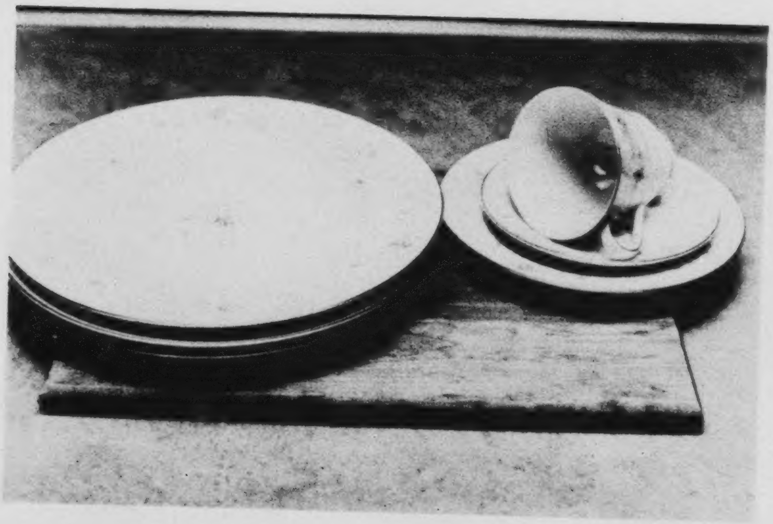
FIGURE 14



C. Eating dishes

EXAMPLE:

FIGURE 15

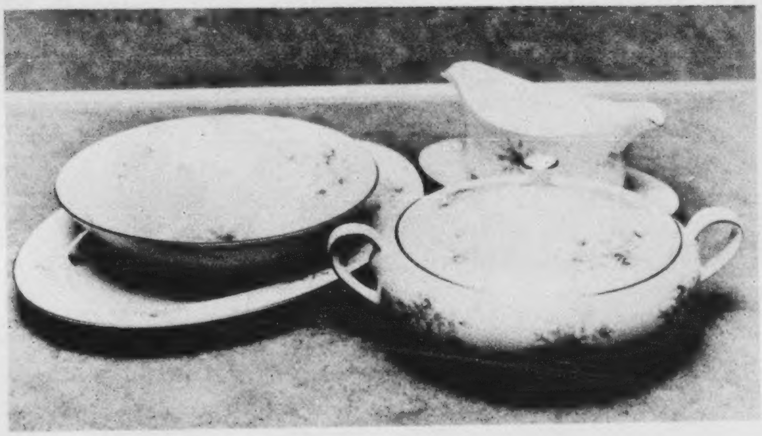


INFORMATION SHEET

D. Serving dishes

EXAMPLE:

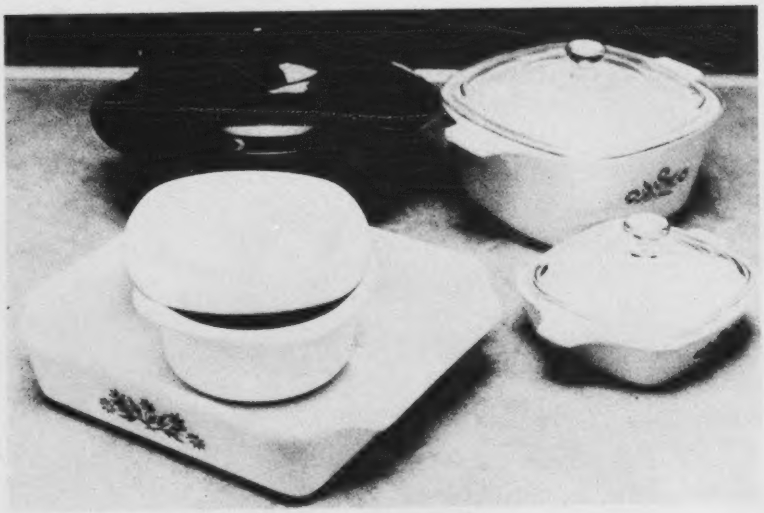
FIGURE 16



E. Cooking dishes and utensils

EXAMPLE:

FIGURE 17

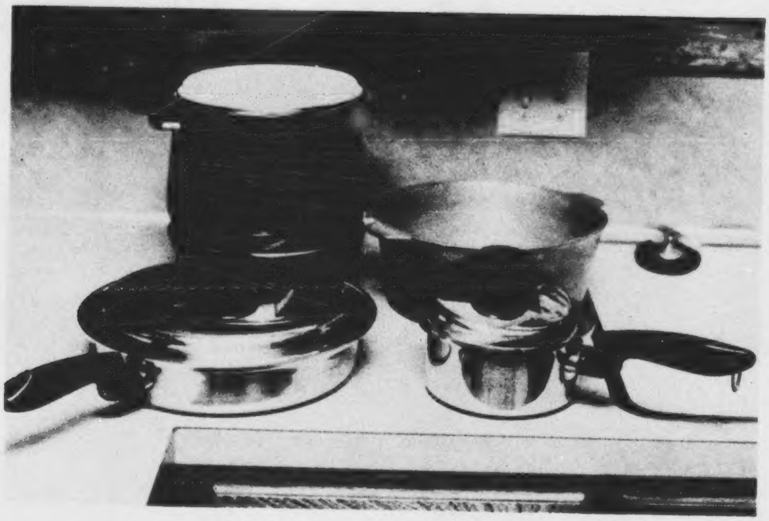


INFORMATION SHEET

F. Pots and pans

EXAMPLE:

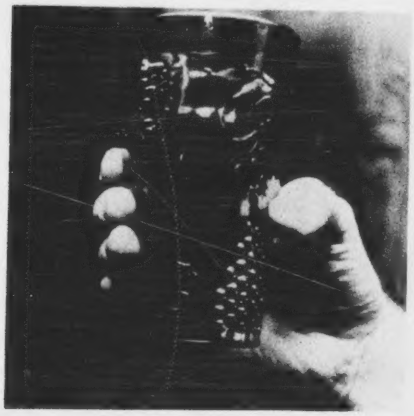
FIGURE 18



X. Right and wrong examples of handling clean dishes (Figures 19-28)

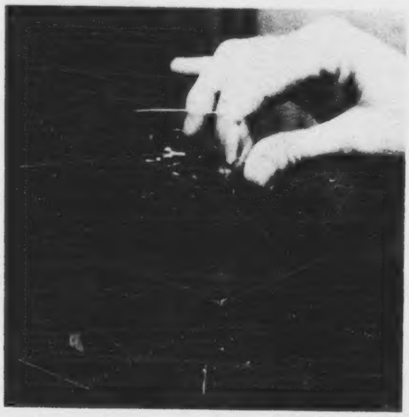
A. Hold glasses at the base

FIGURE 19



Right

FIGURE 20

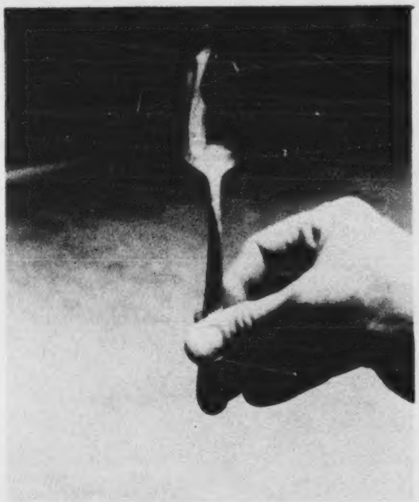


Wrong

INFORMATION SHEET

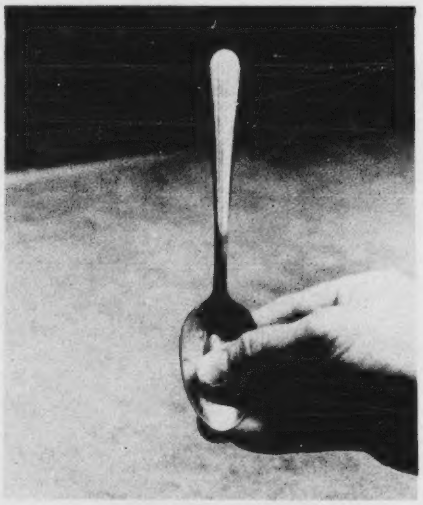
B. Carry flatware by the handle only

FIGURE 21



Right

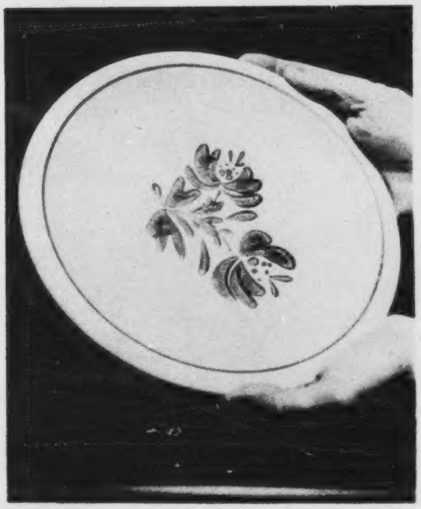
FIGURE 22



Wrong

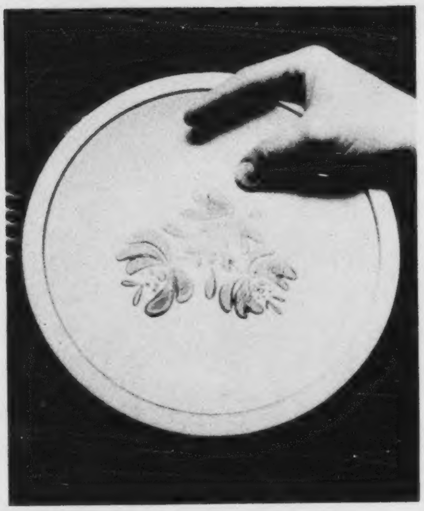
C. Hold plates by rim

FIGURE 23



Right

FIGURE 24

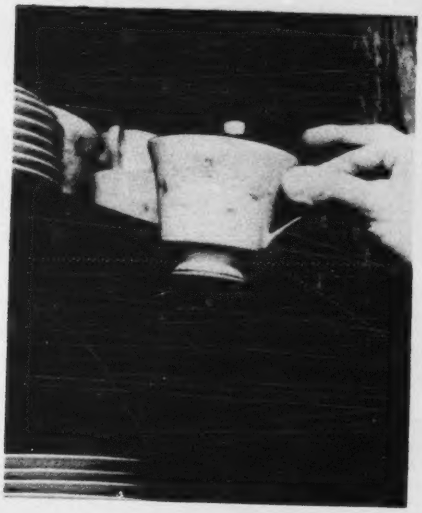


Wrong

INFORMATION SHEET

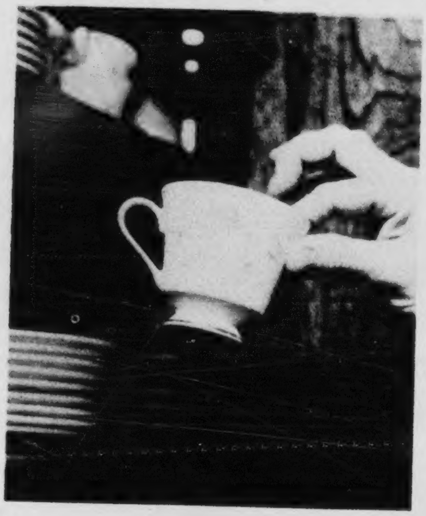
D. Hold cups by handle

FIGURE 25



Right

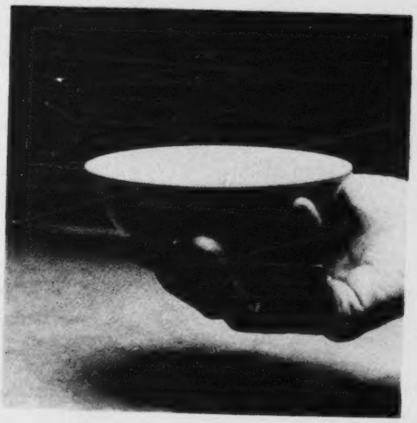
FIGURE 26



Wrong

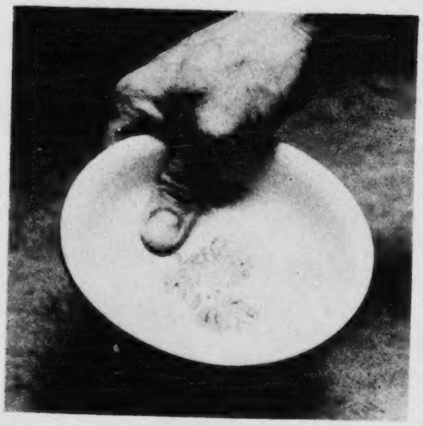
E. Hold bowls at base

FIGURE 27



Right

FIGURE 28

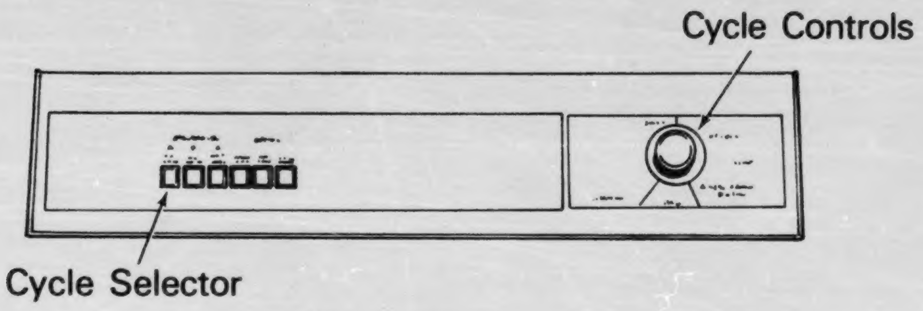


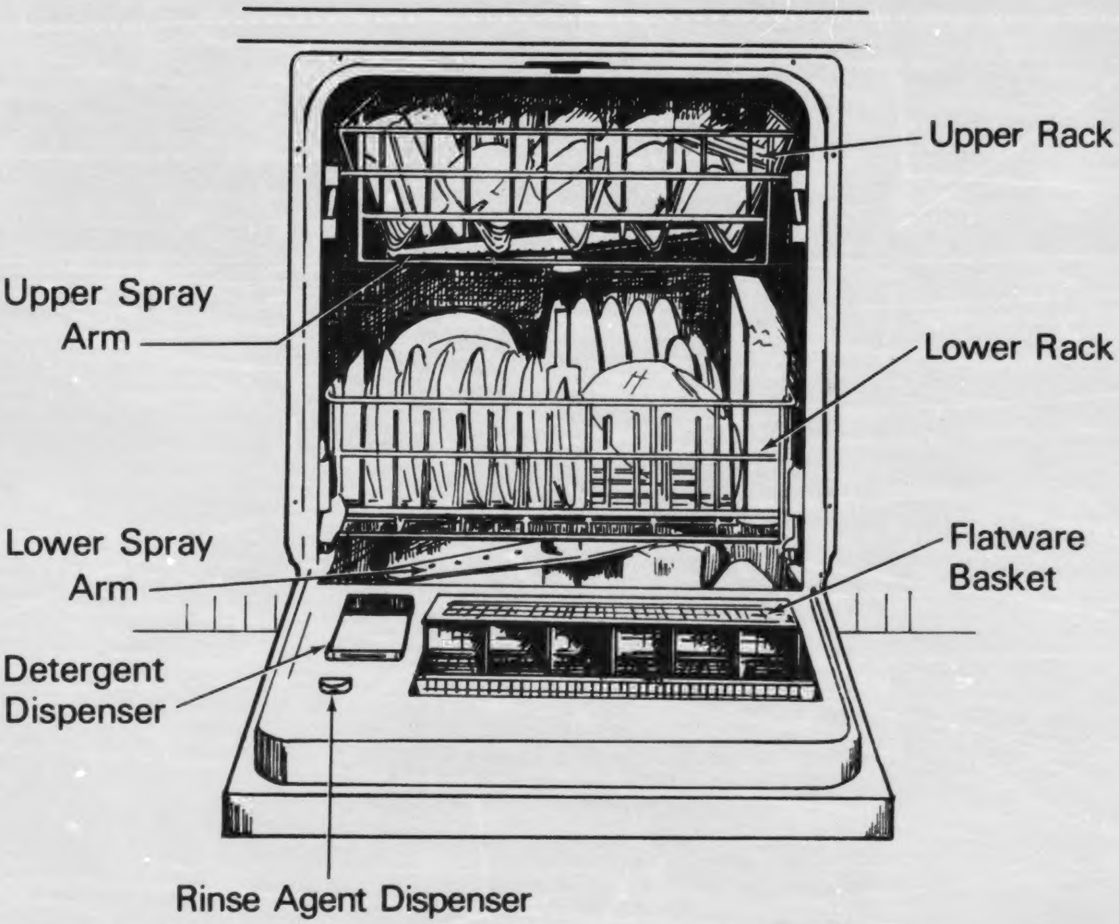
Wrong

Items Not To Be Washed in Dishwasher

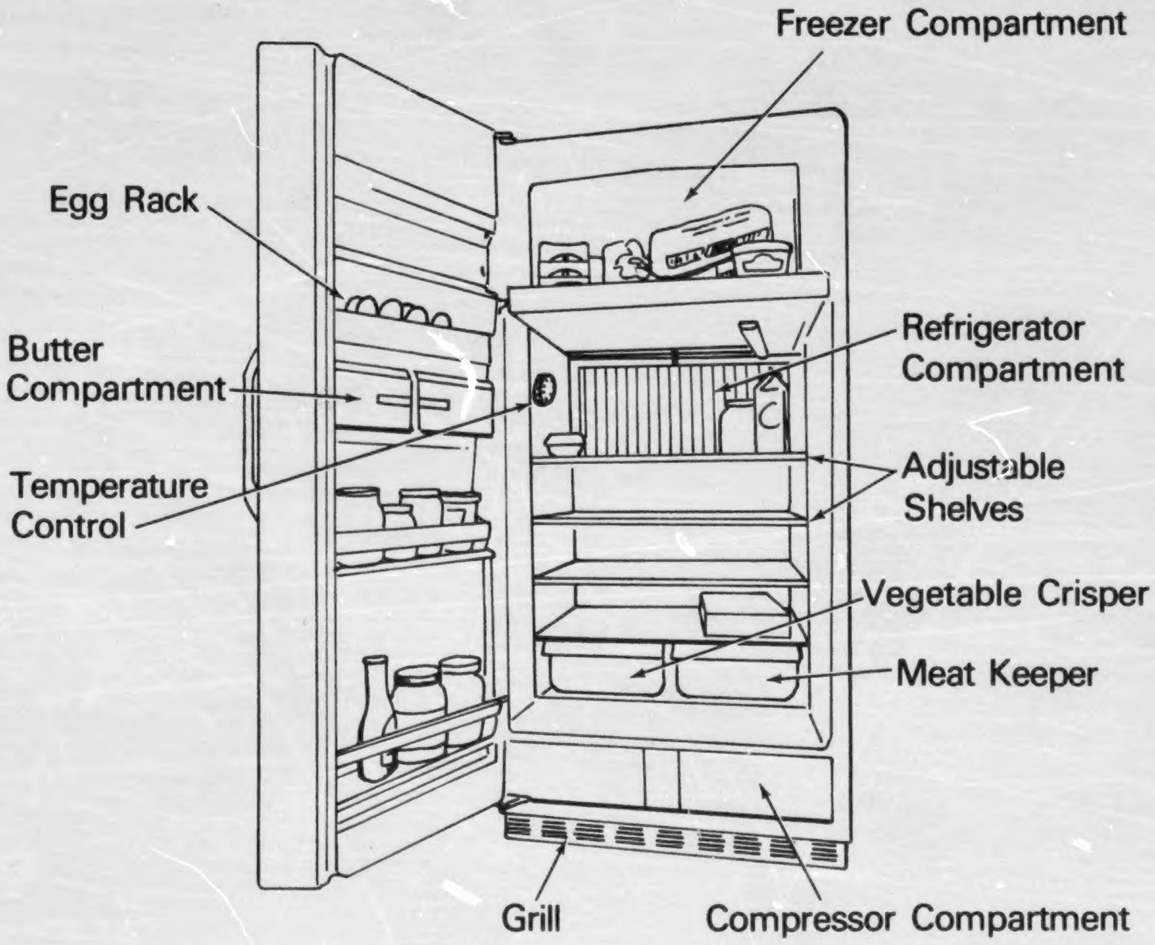
Colored Anodized Aluminum	--Color may be removed by the high temperature and alkaline solution in the dishwasher.
Antique or Hand-Painted China	--Patterns may be removed by the hot detergent solution and washing action.
Wooden Items	--Wood will dry out, crack, roughen, and warp.
Hollow-Handled Knives	--Glue used to connect hollow handles may loosen from the heat. Flatware of recent manufacture is stronger and will hold.
Pewter	--Will stain and discolor.
Cast Iron	--Seasoning will be removed, causing rust.
Milk Glass	--Heat may cause yellowing.
Some Plastics	--May melt and warp.

Automatic Dishwasher

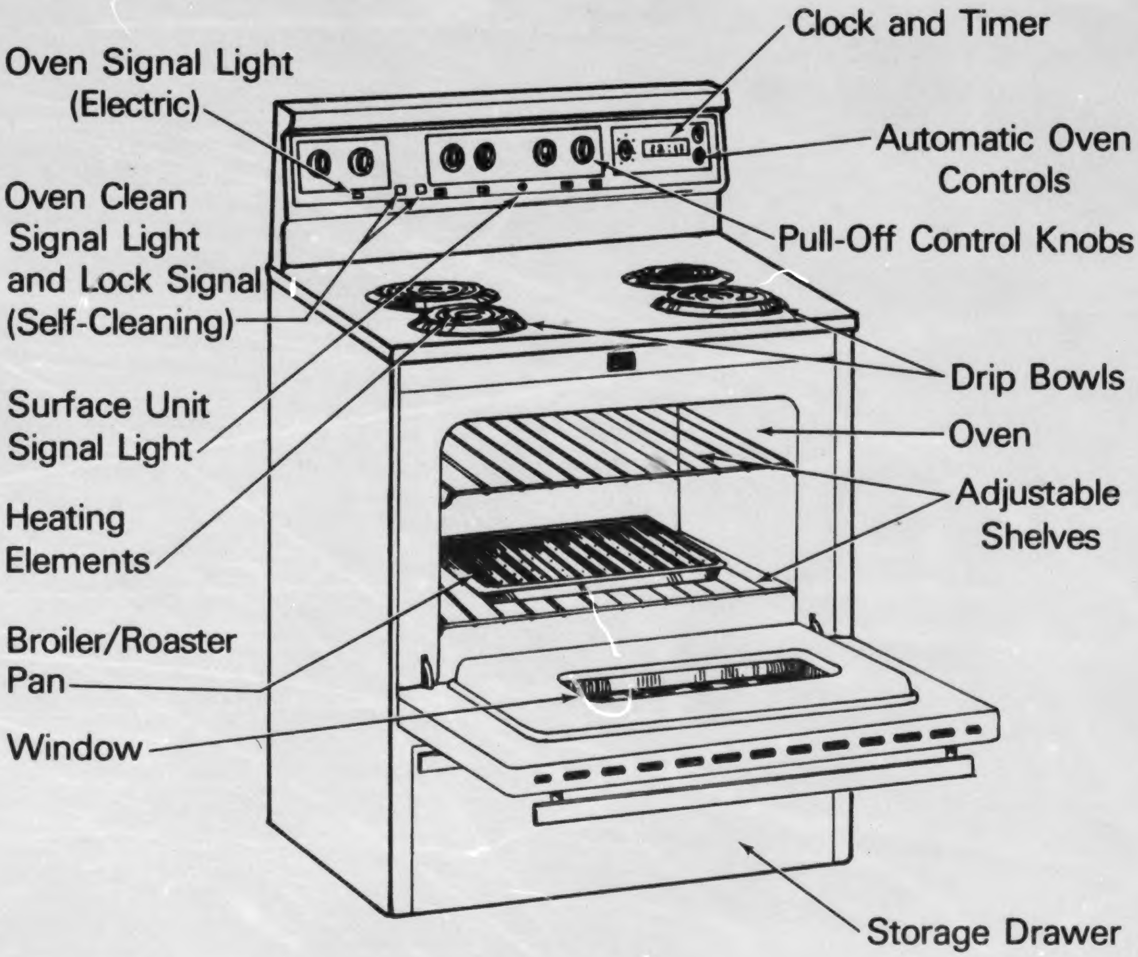

Cycle Controls
Cycle Selector


Upper Rack
Upper Spray Arm
Lower Rack
Lower Spray Arm
Flatware Basket
Detergent Dispenser
Rinse Agent Dispenser

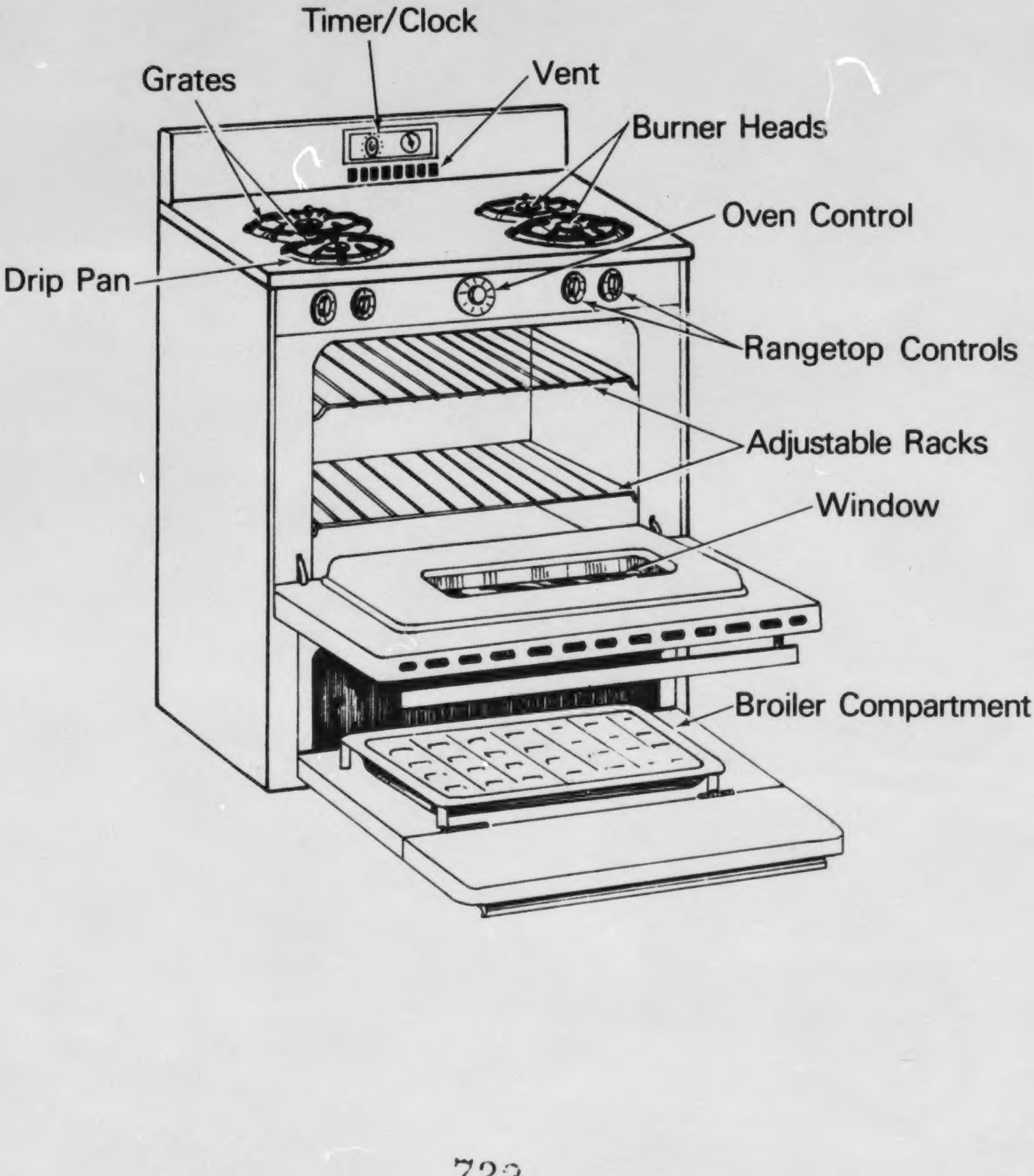
Refrigerator/Freezer


Freezer Compartment
Egg Rack
Butter Compartment
Refrigerator Compartment
Temperature Control
Adjustable Shelves
Vegetable Crisper
Meat Keeper
Grill
Compressor Compartment

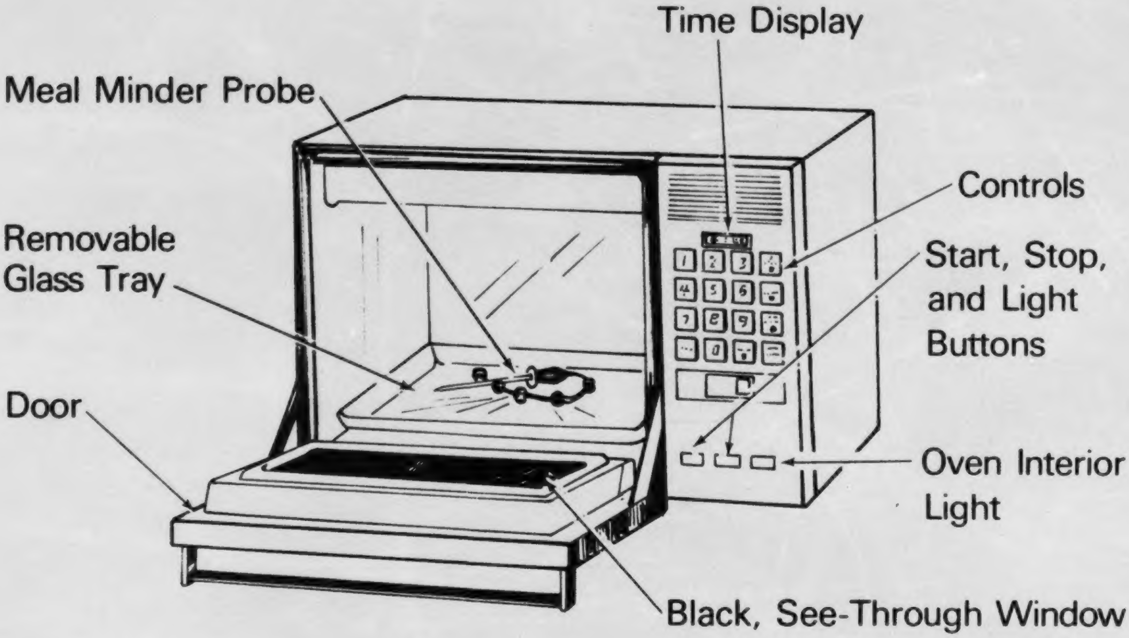
Electric Range


Clock and Timer
Oven Signal Light (Electric)
Automatic Oven Controls
Oven Clean Signal Light and Lock Signal (Self-Cleaning)
Pull-Off Control Knobs
Drip Bowls
Surface Unit Signal Light
Oven
Adjustable Shelves
Heating Elements
Broiler/Roaster Pan
Window
Storage Drawer

Gas Range


Timer/Clock
Grates
Vent
Burner Heads
Oven Control
Drip Pan
Rangetop Controls
Adjustable Racks
Window
Broiler Compartment

Microwave Oven


Time Display
Meal Minder Probe
Controls
Removable Glass Tray
Start, Stop, and Light Buttons
Door
Oven Interior Light
Black, See-Through Window

KITCHEN CLEANING
UNIT II

ASSIGNMENT SHEET #1--READ LABEL INFORMATION FOR RESIDENTIAL KITCHEN CLEANING SUPPLIES

NAME ______________________________ SCORE ______________

To prevent damage to equipment, plumbing fixtures and cleaning surfaces, and to avoid personal injury, a student must be able to read and follow manufacturer's instructions printed on cleaning supply containers.

Complete the requested information for each cleaning product on the following pages.

(NOTE: Some product labels may not list all of the requested information.)

A. All purpose cleaning detergent

B. Dishwashing detergent

C. Automatic dishwasher detergent

D. Automatic dishwasher rinsing agent

E. Household ammonia

F. Chemical oven cleaner

ASSIGNMENT SHEET #1

Part I--Label Information

A. Type of product ALL-PURPOSE CLEANING DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part II--Label Information

A. Type of product DISHWASHING DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part III--Label Information

A. Type of product AUTOMATIC DISHWASHER DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part IV--Label Information

A. Type of product AUTOMATIC DISHWASHER RINSING AGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part V--Label Information

A. Type of product HOUSEHOLD AMMONIA

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part VI--Label Information

A. Type of product **CHEMICAL OVEN CLEANER**

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

KITCHEN CLEANING
UNIT II

ANSWERS TO ASSIGNMENT SHEET

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

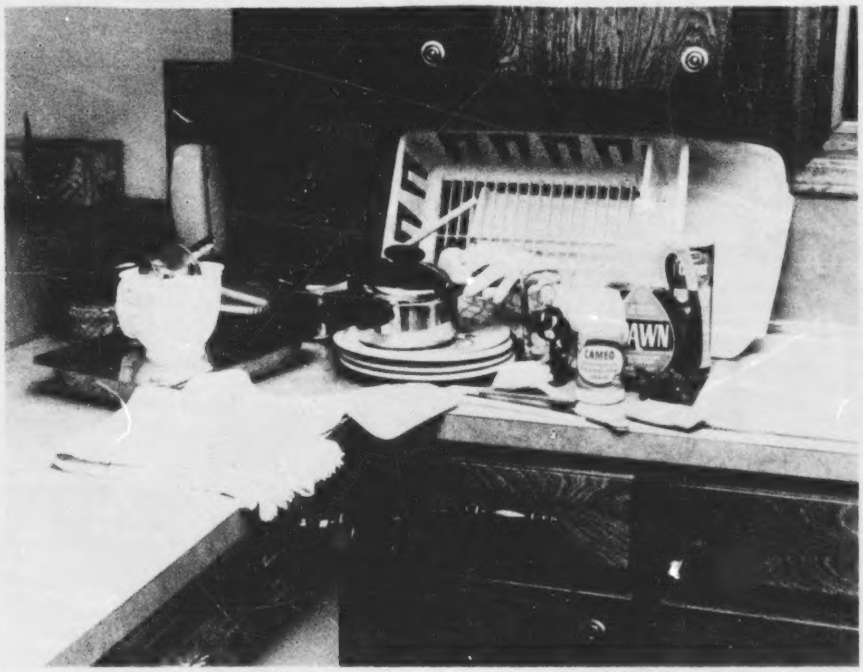
KITCHEN CLEANING
UNIT II

JOB SHEET #1--WASH DISHES BY HAND

I. Equipment and supplies (Figure 29)

A. Assorted dirty dishes
B. Dishwashing detergent
C. Rubber spatula
D. Small brush
E. Metal scouring pad
F. Fabric scouring pad
G. Dishcloth
H. Draining rack and mat
I. Dish towel
J. Kitchen towel
K. Rubber or plastic gloves
L. Potholder
M. Paper towels
N. Dishpan (optional)
O. Stainless steel cleaner (optional)
P. Liquid paste cleaner
Q. Disinfectant or bleach (optional)

FIGURE 29



JOB SHEET #1

II. Procedure for prewashing

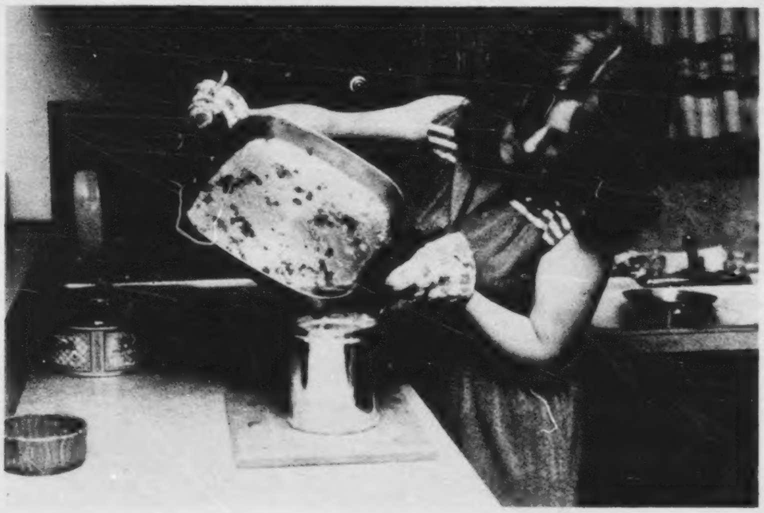
A. Prewashing preparation after cooking

1. Before it cools, drain used grease from pans and skillets into waste container (empty can) (Figure 30)

(CAUTION: USE POTHOLDER AND HOLD PANS OR SKILLETS BY HANDLES TO AVOID BURNING YOURSELF. AVOID HANDLING WASTE CONTAINER WITH UNPROTECTED HANDS AND CAUTION OTHERS.)

(NOTE: Never pour grease down sink drain.)

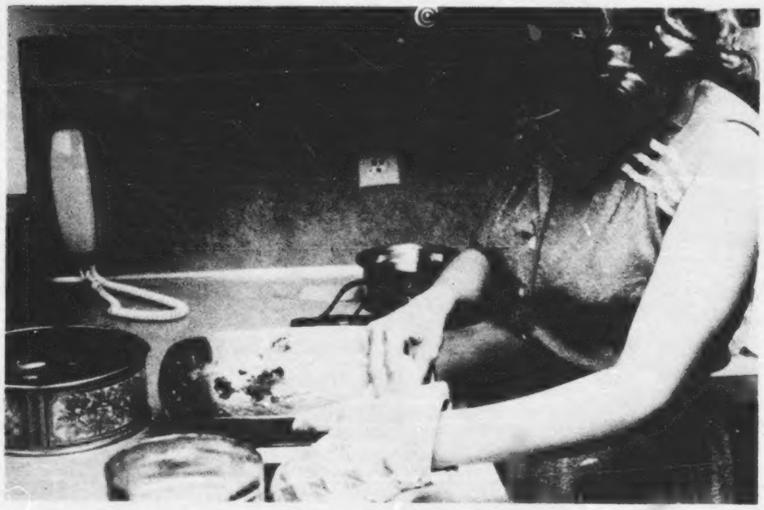
FIGURE 30



JOB SHEET #1

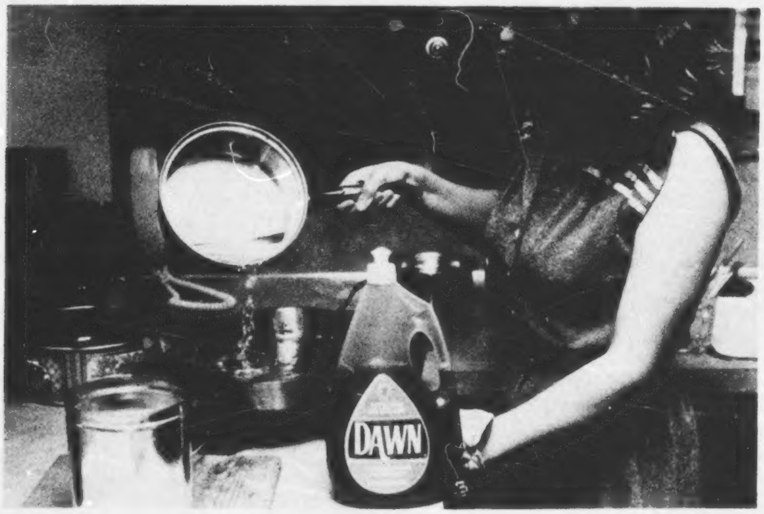
2. Wipe out pans and skillets with paper toweling (Figure 31)

FIGURE 31



3. Fill pan or skillet with *hot* water, and add small amount of dishwashing detergent (Figure 32)

FIGURE 32

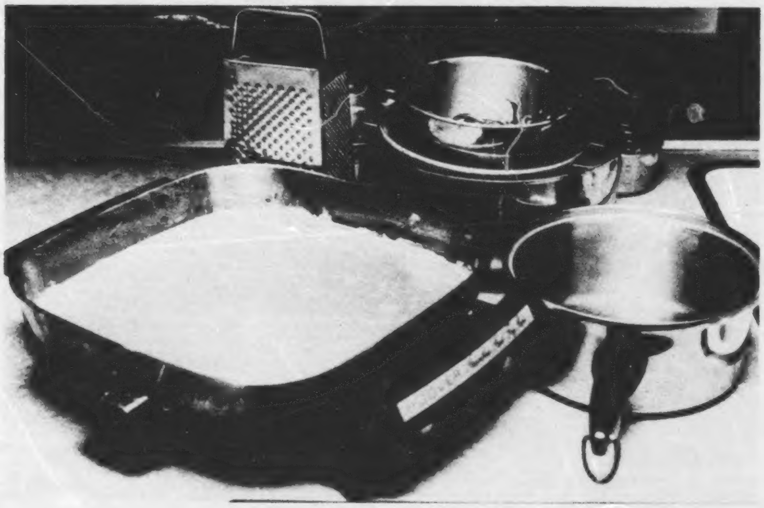


JOB SHEET #1

4. Set aside to soak (Figure 33)

   (NOTE: If pan is still hot, return to range top to cool.)

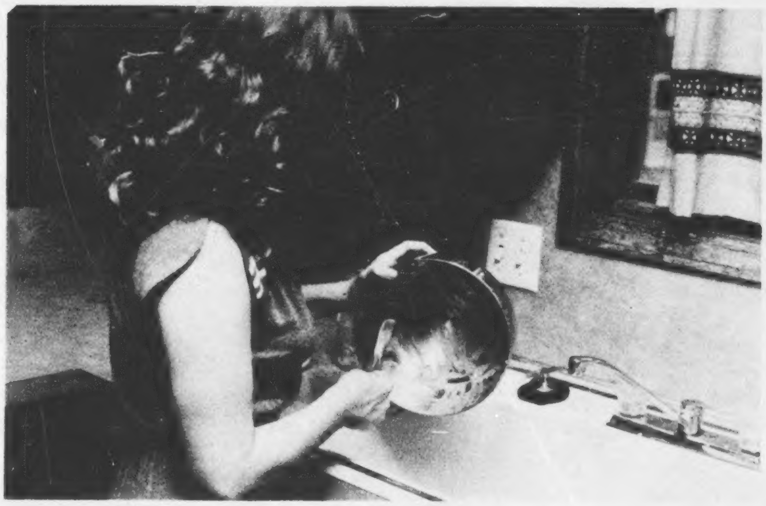
FIGURE 33



5. Scrape excess food from pots, pans, and baking dishes into waste container or garbage disposal (Figure 34)

   (NOTE: Waste container should be lined with plastic liner.)

FIGURE 34

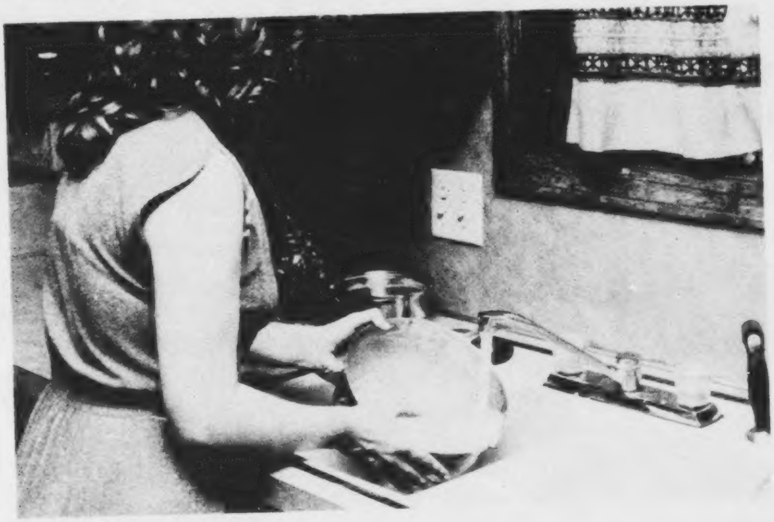


JOB SHEET #1

6. Rinse with water at sink and stack on counter or in sink (Figure 35)

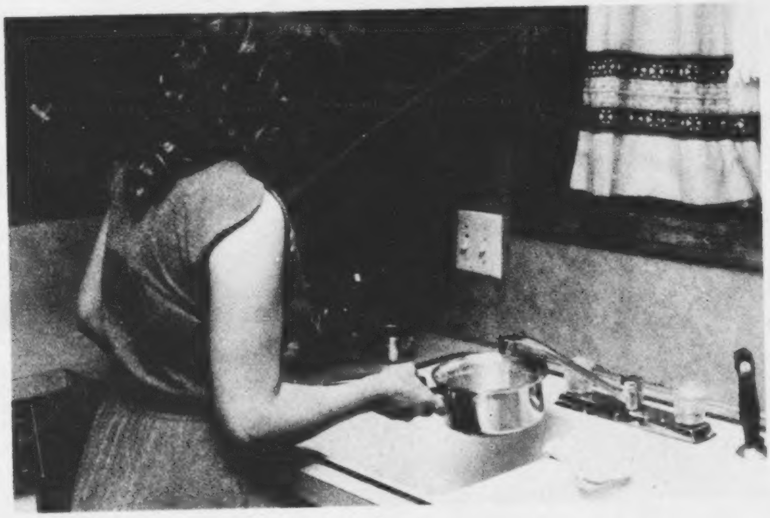
   (NOTE: Rinsing is easier if cold water is used on flour, milk, egg, and cheese, and hot water is used on sugar and grease. The sink strainer should be in place for rinsing.)

FIGURE 35



7. Fill those items that require soaking with water and set on counter or leave in sink (Figure 36)

FIGURE 36

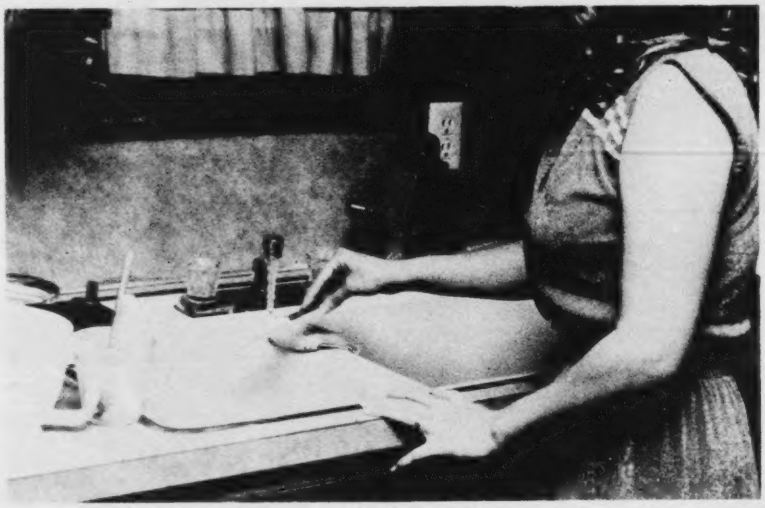


JOB SHEET #1

8. Rinse measuring and mixing utensils and stack on counter or place in one of the larger containers, filled with water to soak (Figure 37)

   (NOTE: Never soak wooden-handled utensils or flatware, or wooden bowls. Also, cast iron pans should never be soaked.)

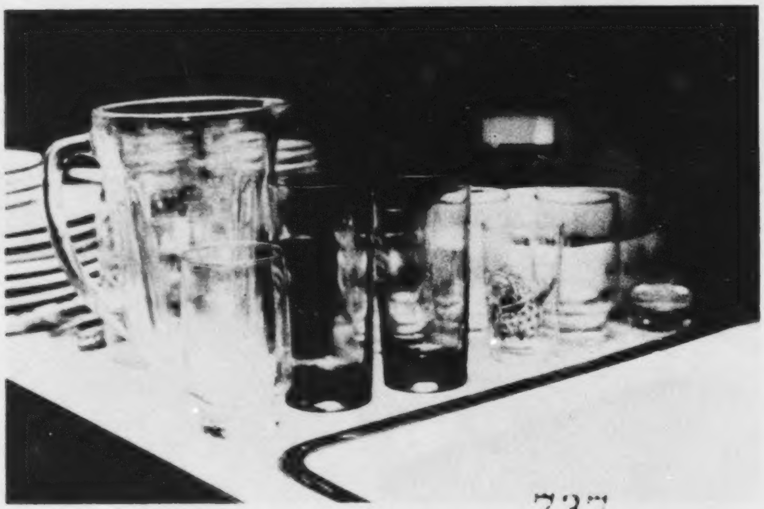
FIGURE 37



9. Group like objects together and in order of washing (Figures 38-43)

   a. Glassware

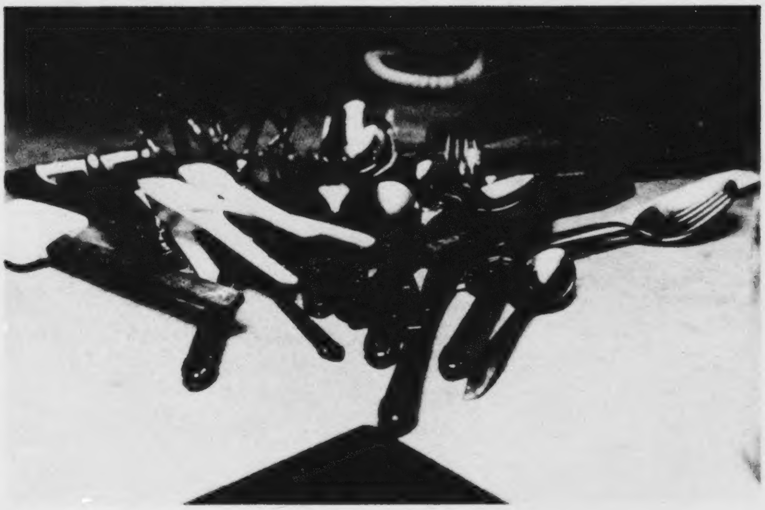
FIGURE 38



JOB SHEET #1

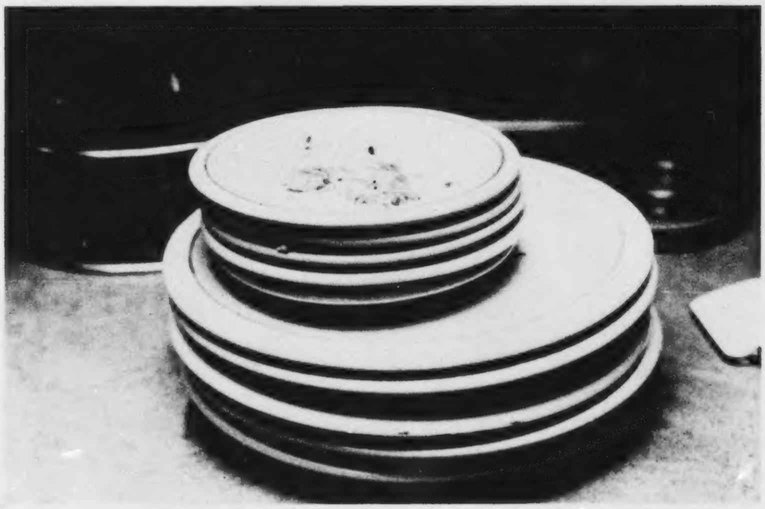
b. Flatware

FIGURE 39



c. Eating dishes

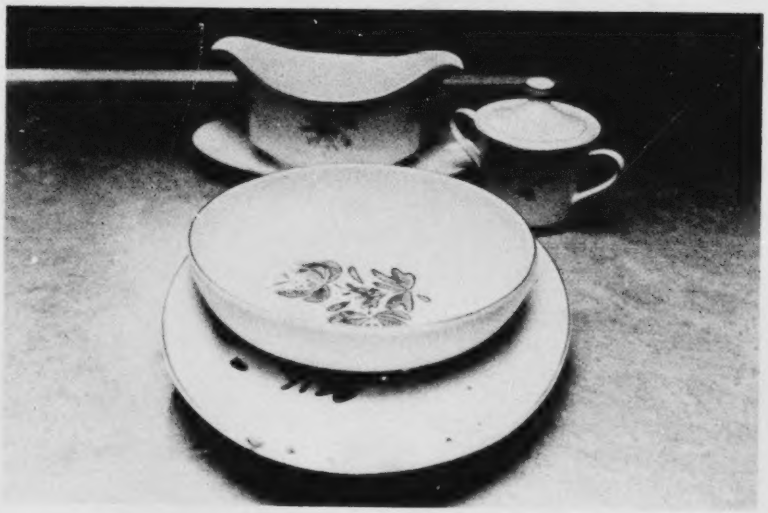
FIGURE 40



JOB SHEET #1

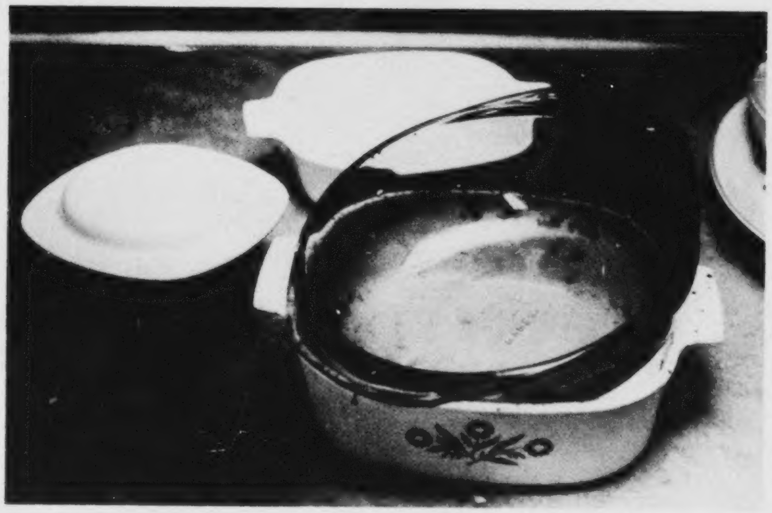
d. Serving dishes

FIGURE 41



e. Cooking dishes and utensils

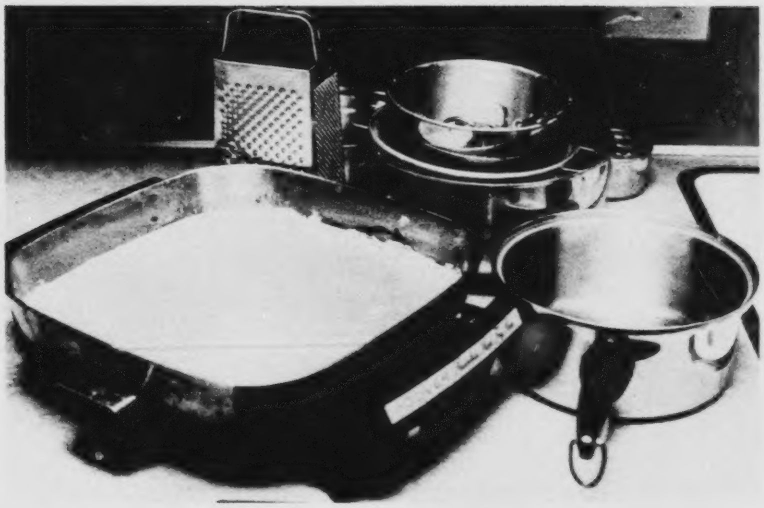
FIGURE 42



JOB SHEET #1

f. Pots and pans

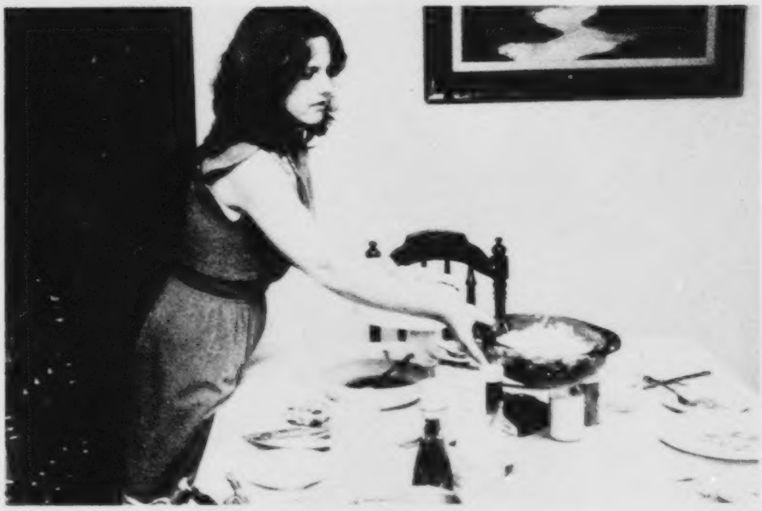
FIGURE 43



B. Prewashing preparation after meal

1. Remove leftover food from table (Figure 44)

FIGURE 44

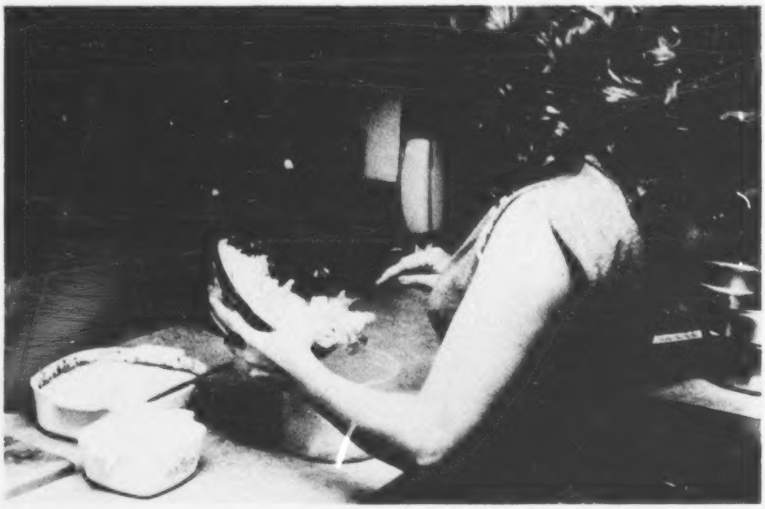


JOB SHEET #1

2. Transfer food to be saved into smaller containers; seal and store (Figure 45)

   (NOTE: If food is already in proper container for storage, seal and store in refrigerator or proper place.)

FIGURE 45



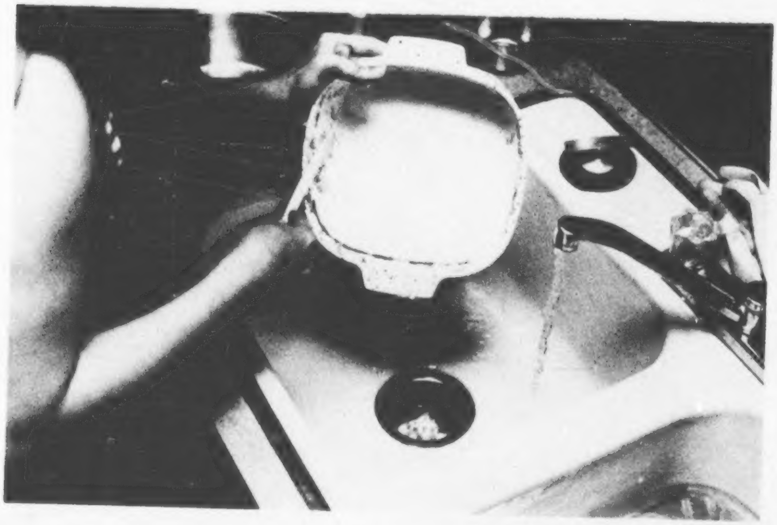
JOB SHEET #1

3. Use spatula to scrape food that will not be saved into waste container or garbage disposal unit (Figure 46)

(NOTE: Garbage disposal should be turned on and cold water running.)

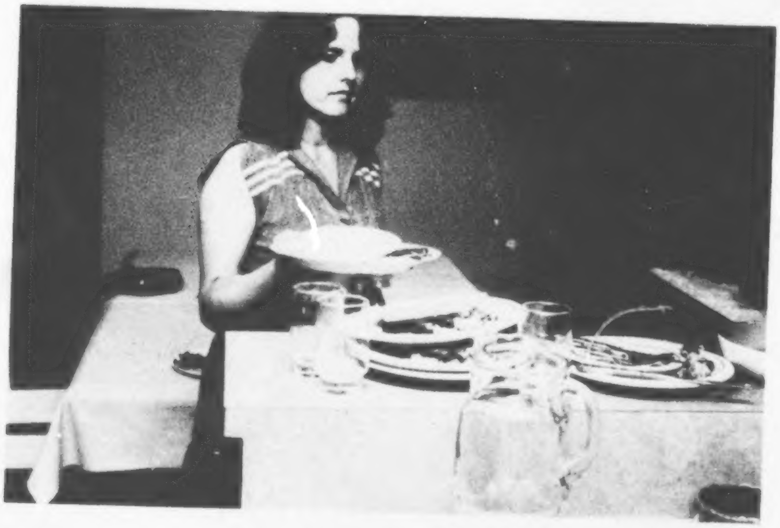
(CAUTION: NEVER PUT HANDS, SPATULA, OR UTENSILS INTO OPERATING GARBAGE DISPOSAL.)

FIGURE 46



4. Remove dishes and flatware from table; place on counter (Figure 47)

FIGURE 47



JOB SHEET #1

5. Scrape or rinse scraps from dishes (Figures 48 and 49)

FIGURE 48

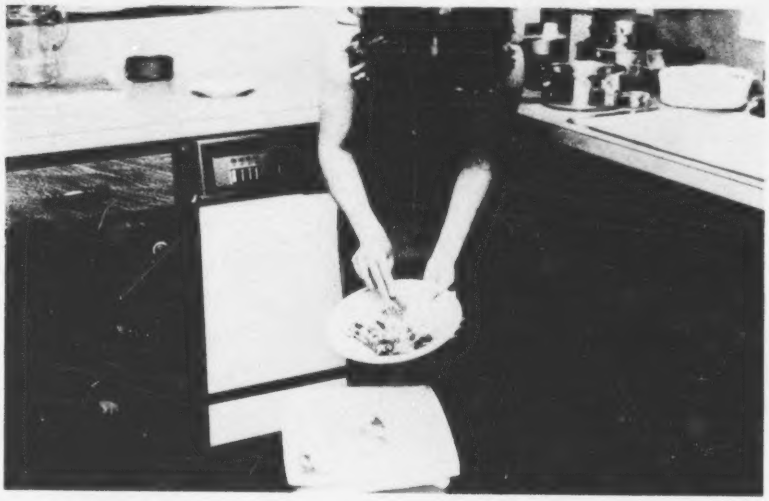
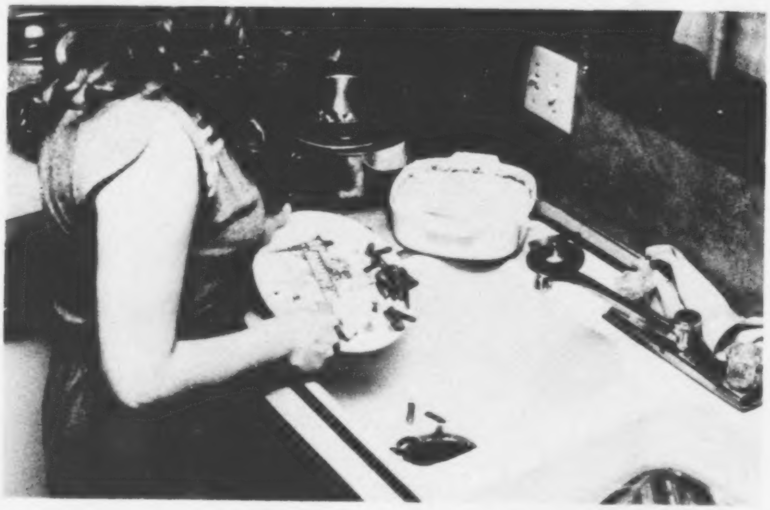


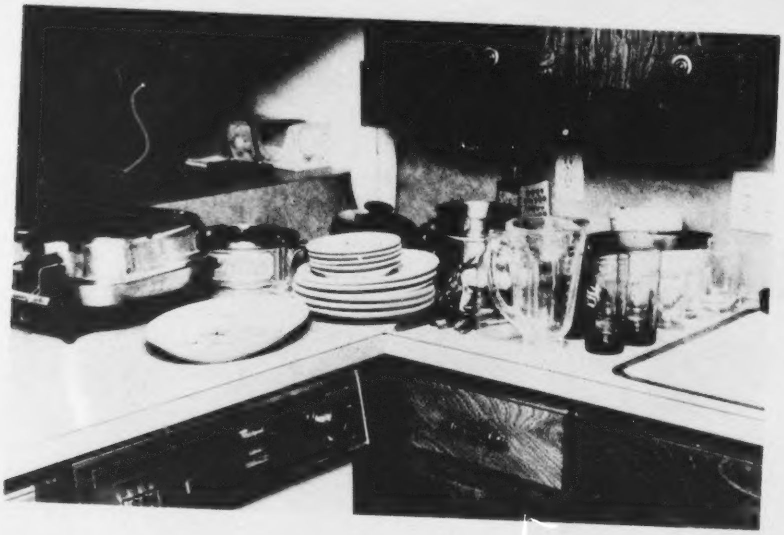
FIGURE 49



JOB SHEET #1

6. Stack dishes on counter in proper washing groups (Figure 50)

FIGURE 50



7. Empty and rinse any pots, pans, or skillets that were left to soak

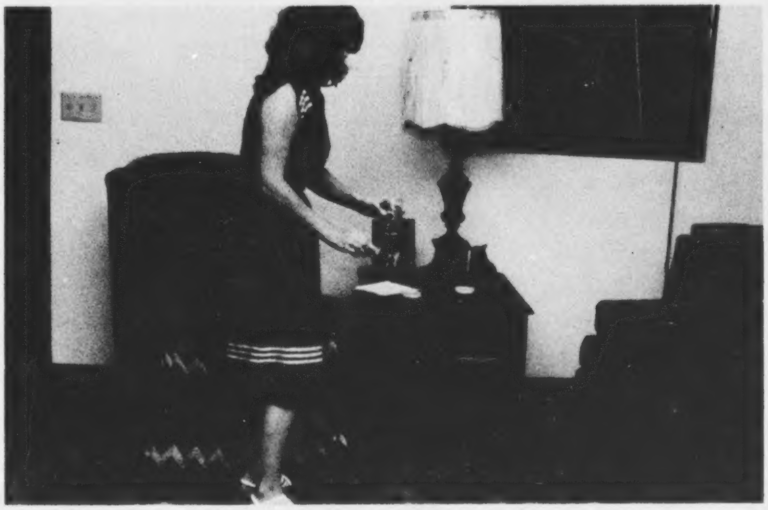
(NOTE: Use small brush to remove stubborn food particles; see Figure 51.)

FIGURE 51

JOB SHEET #1

8. Check other rooms for soiled glasses, cups, dishes, or ashtrays (Figure 52)

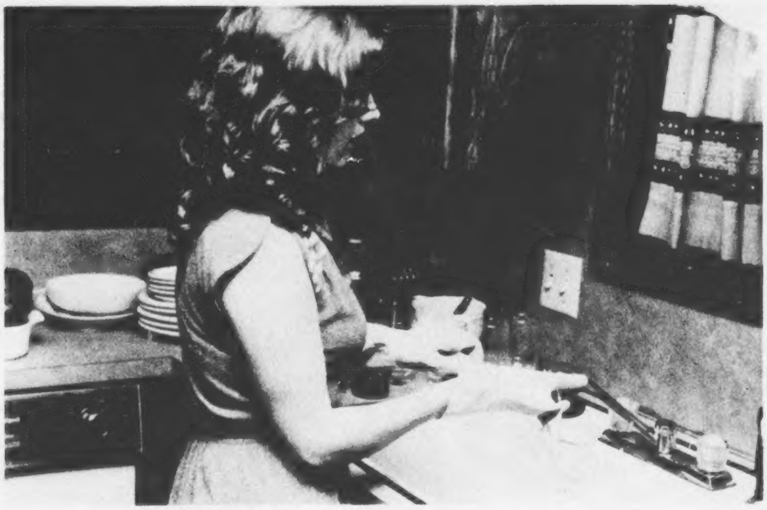
FIGURE 52



III. Procedure for washing dishes

A. Put on rubber gloves (Figure 53)

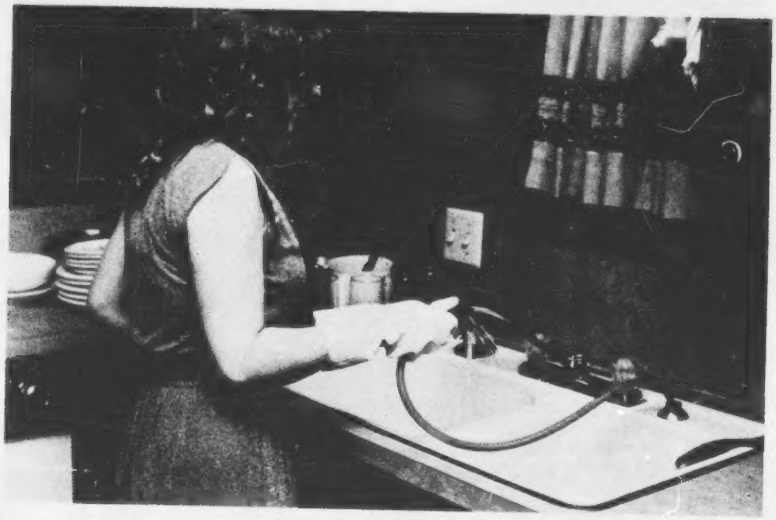
FIGURE 53



JOB SHEET #1

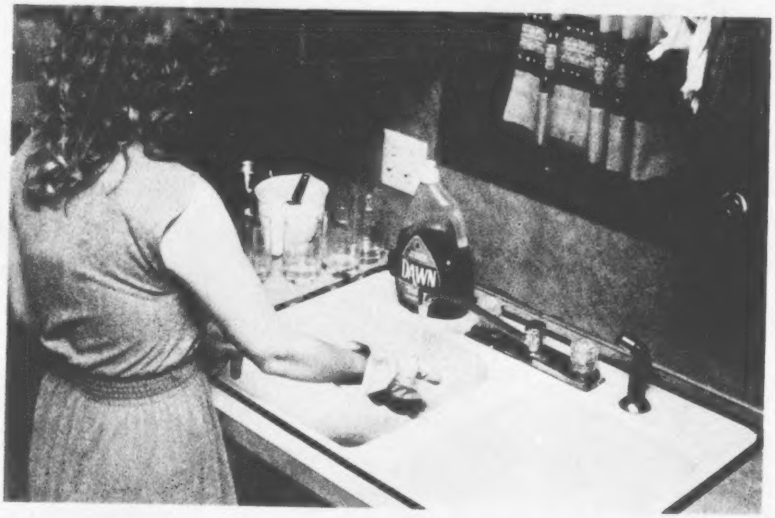
B. Rinse sinks or dishpans if needed (Figure 54)

FIGURE 54



C. Fill wash sink or dishpan with hot water (Figure 55)

FIGURE 55

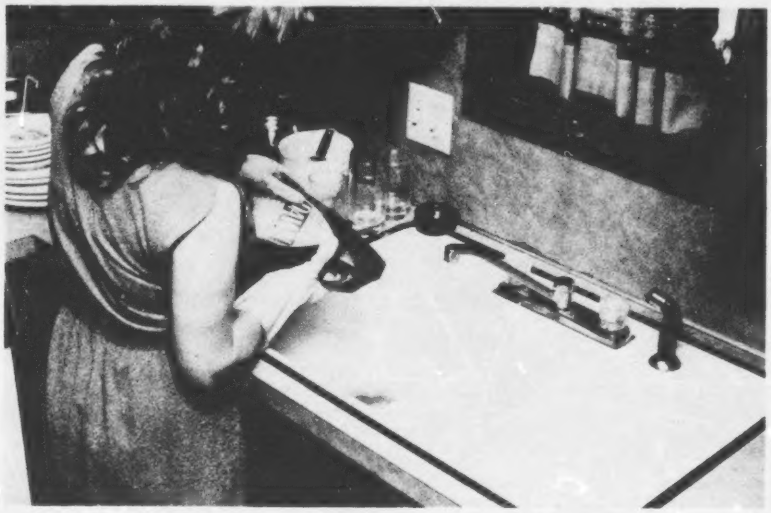


JOB SHEET #1

D. Add dishwashing detergent (Figure 56)

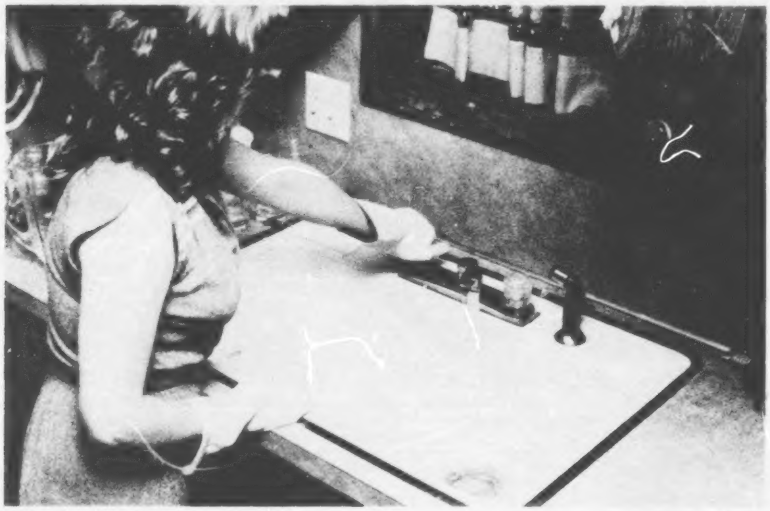
(NOTE: Follow manufacturer's directions on label. A half teaspoon of bleach may be added to detergent solution if desired.)

FIGURE 56



E. Fill rinse sink with hot water if dishes are to be dipped (Figure 57)

FIGURE 57



JOB SHEET #1

F. Wash dishes and utensils in detergent solution following suggested washing order (Figure 58)

1. Glassware
2. Flatware
3. Eating dishes
4. Serving dishes
5. Cooking dishes and utensils
6. Pots and pans

(CAUTION: SHARP KNIVES SHOULD BE WASHED SEPARATELY, ONE AT A TIME. DO NOT PLACE KNIVES IN DETERGENT TO SOAK.)

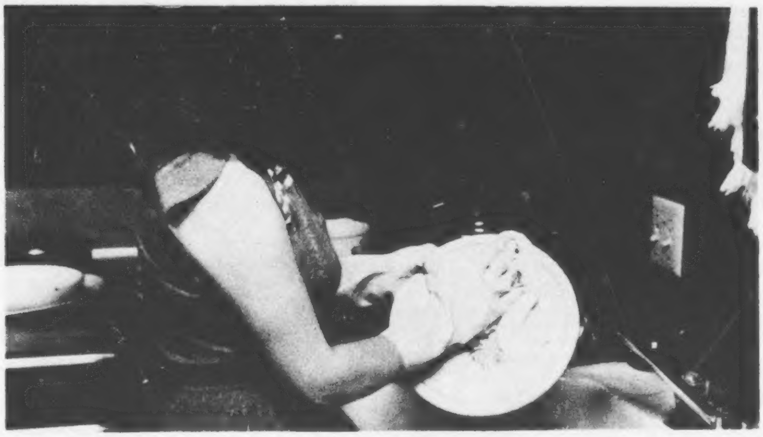
FIGURE 58

JOB SHEET #1

G. Wash each dish by holding with left hand and wiping with dishcloth held in right hand (Figure 59)

(NOTE: Procedure would be reversed if left-handed.)

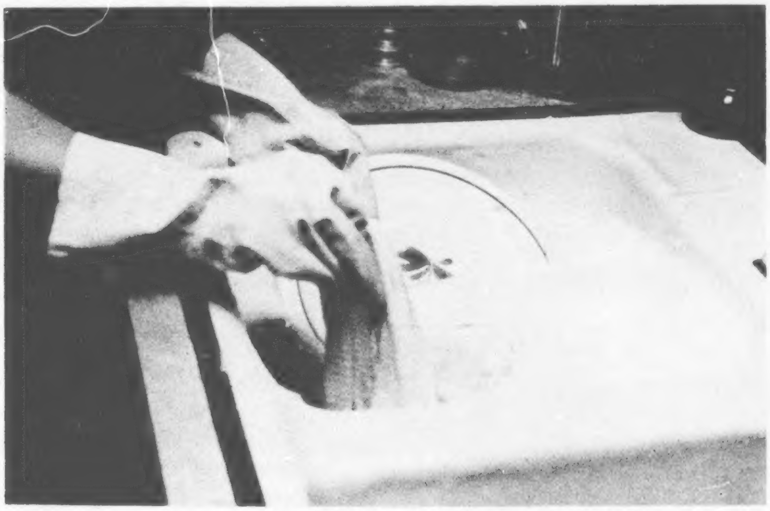
FIGURE 59



H. Dip dish and dishcloth into detergent solution as needed, and wipe dish until clean (Figure 60)

(NOTE: Change washing solution if it becomes too dirty to do a good cleaning job.)

FIGURE 60



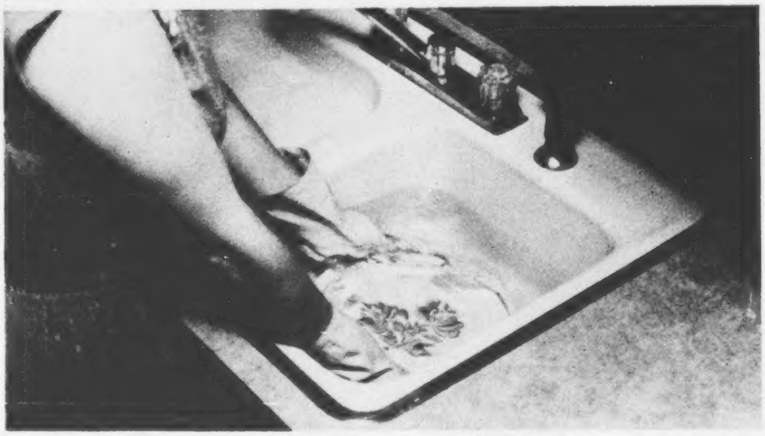
JOB SHEET #1

I. Rinse thoroughly with hot water

1. Dip rinse--Dip washed items into hot water in a separate sink or dishpan (Figure 61)

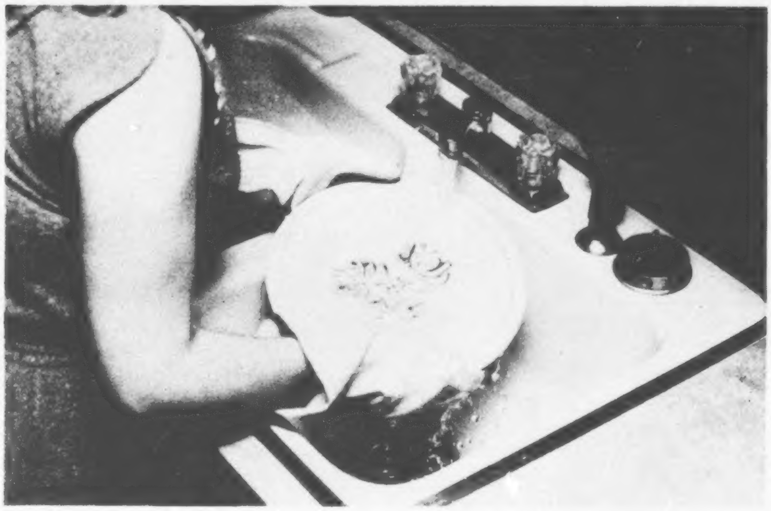
   (NOTE: Change dip rinse water if it becomes too sudsy.)

FIGURE 61



2. Running rinse--Pass dishes through water running from faucet (Figure 62)

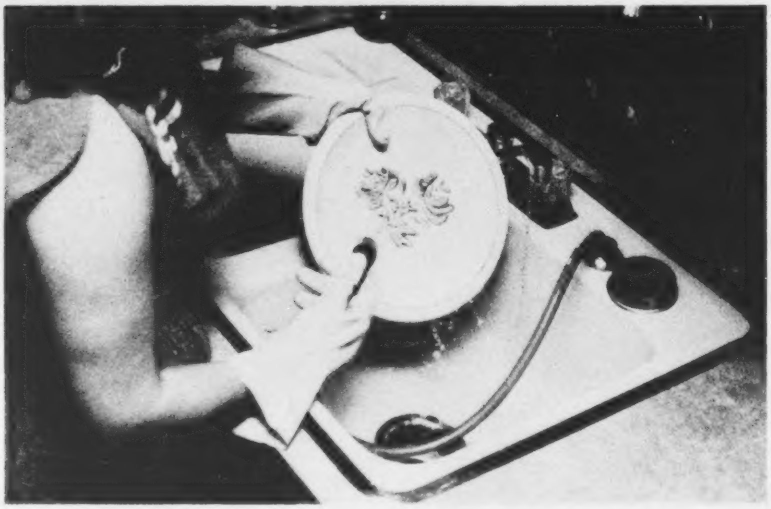
FIGURE 62



JOB SHEET #1

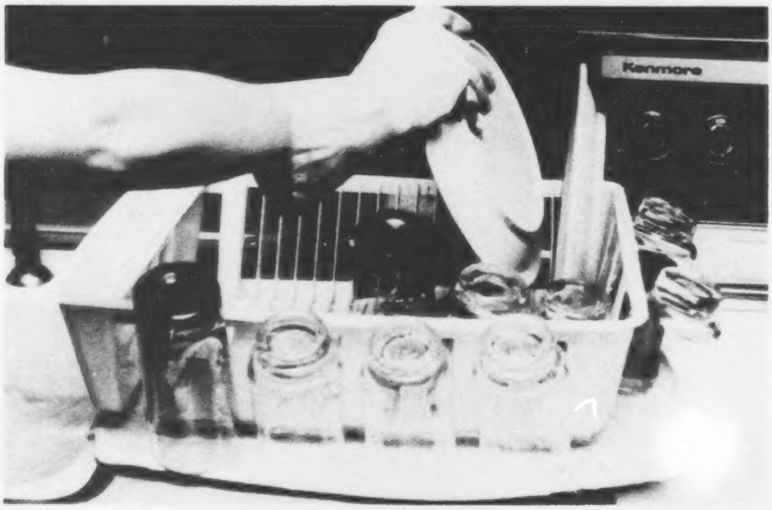
3. Spray rinse--Spray dishes individually or stack in rack after washing, and spray all at one time (Figure 63)

FIGURE 63



J. Stack dishes in draining rack after rinsing (Figure 64)

FIGURE 64

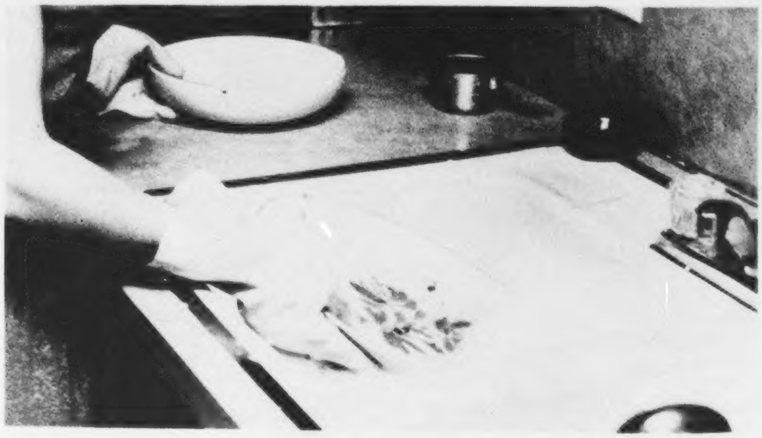


JOB SHEET #1

K. Add serving dishes, baking dishes, and pots and pans to wash water as you come to them (Figure 65)

(NOTE: These dishes will require more scrubbing with dishcloth, fabric scouring pad, or metal scouring pad.)

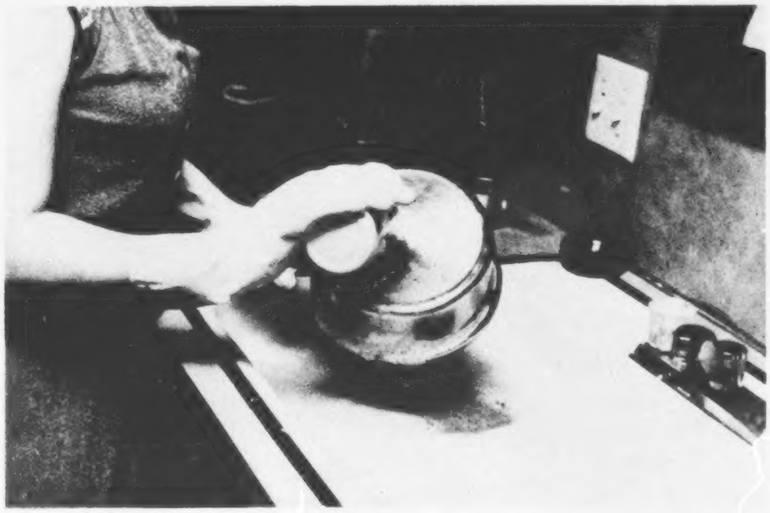
FIGURE 65



L. Wash heavily soiled areas with liquid paste cleanser if necessary (Figure 66)

(CAUTION: THESE CLEANSERS CONTAIN AN ABRASIVE AND WILL SCRATCH OR DULL MOST FINISHES.)

FIGURE 66

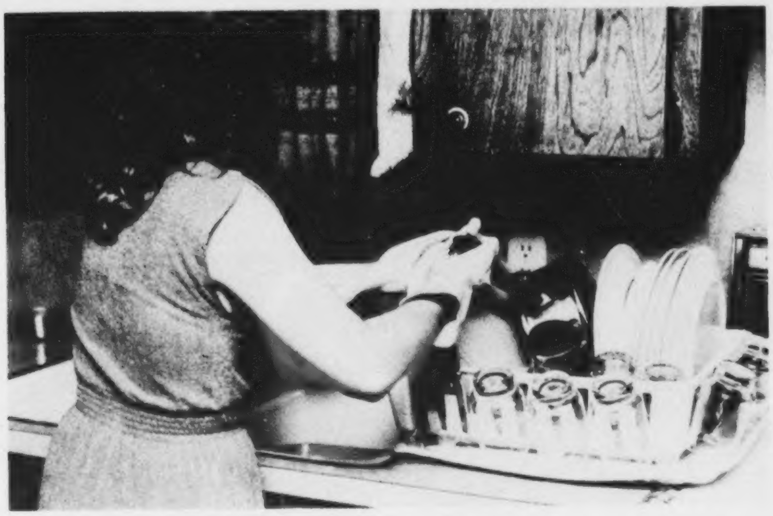


JOB SHEET #1

M. Rinse and place in draining rack (Figure 67)

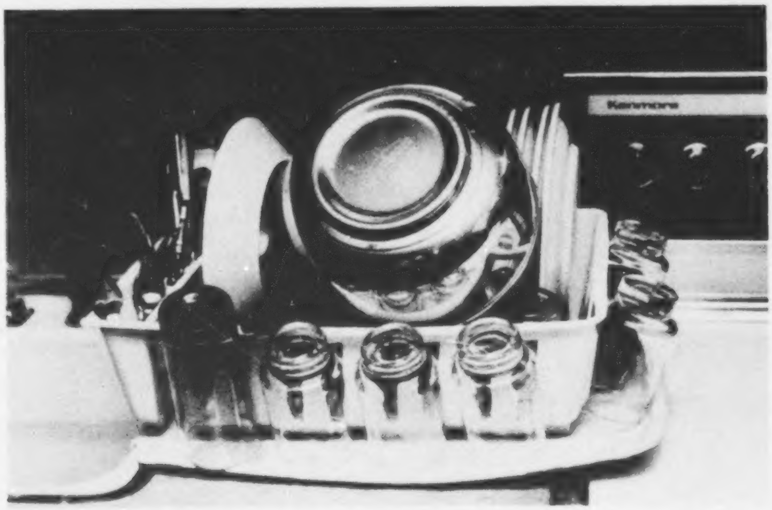
(NOTE: It may be faster to wash each item, place in rinse sink, and wait until rinse sink contains several items before removing dishes to draining rack.)

FIGURE 67



N. Continue washing and rinsing until task is finished (Figure 68)

FIGURE 68



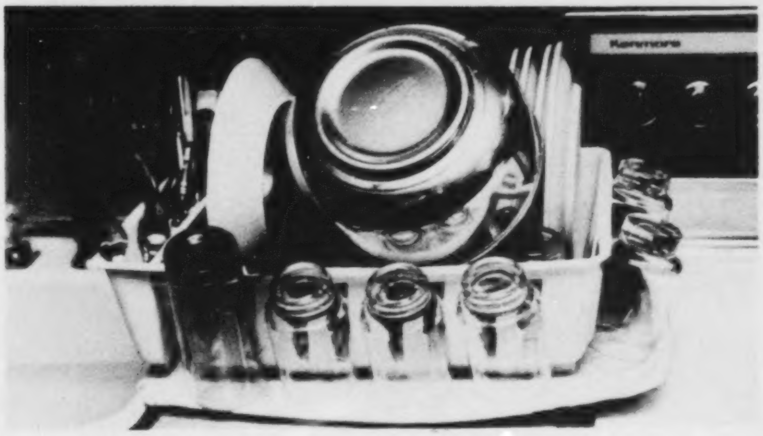
JOB SHEET #1

IV. Procedure for drying dishes

A. Air dry--Leave clean dishes in draining rack to air dry (Figure 69)

(NOTE: The hotter the rinse water, the faster the dishes will dry. Hot rinse water also leaves fewer water spots.)

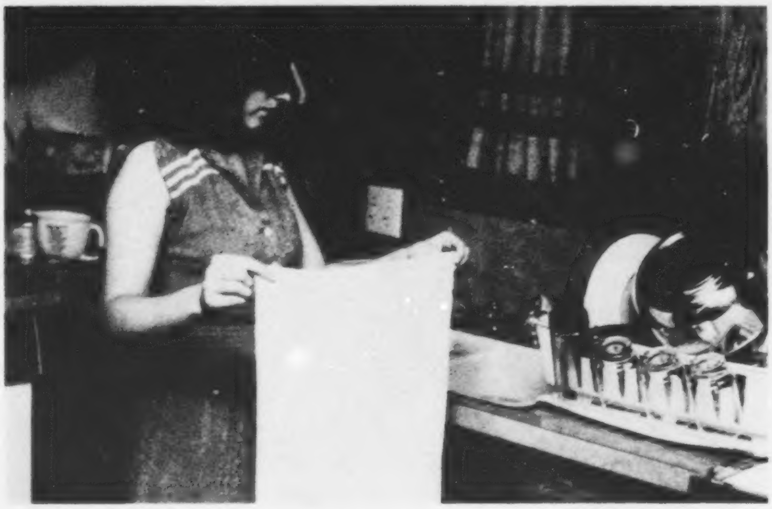
FIGURE 69



B. Towel dry

1. Select a clean, dry dish towel (Figure 70)

FIGURE 70

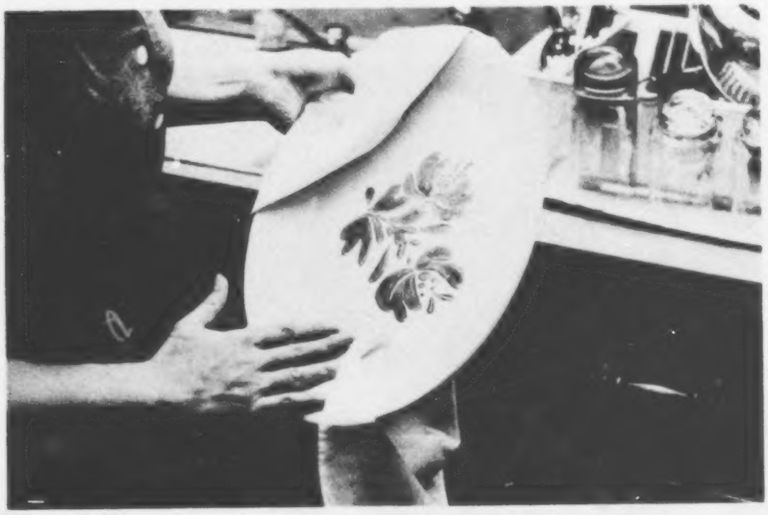


JOB SHEET #1

2. Pick up dish with one end of dish towel and dry inside and outside surfaces with other end of towel (Figure 71)

   (NOTE: Do not handle eating surfaces of dish with hands.)

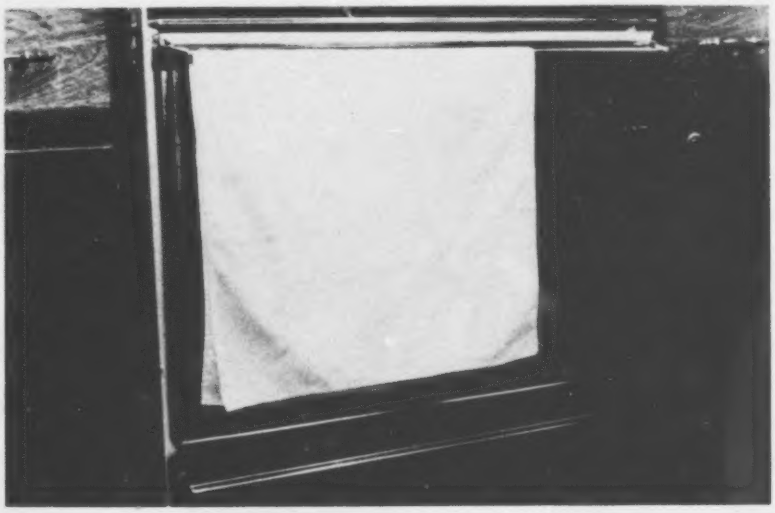
FIGURE 71



3. Change towel if it becomes soiled or wet

4. Hang up dish towel to dry (Figure 72)

FIGURE 72



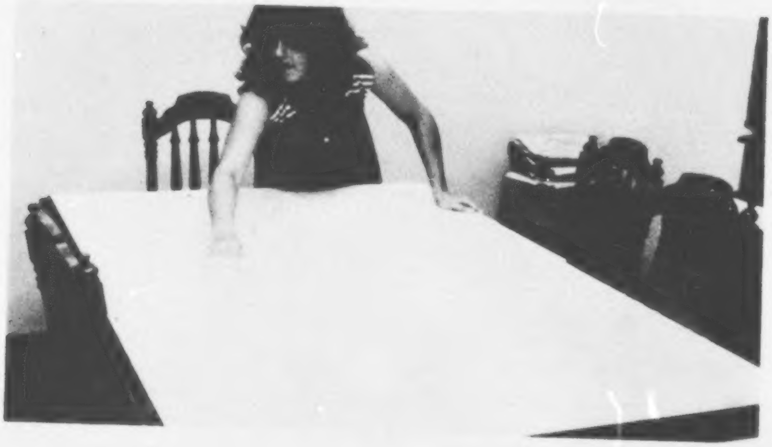
JOB SHEET #1

V. Procedure for clean-up

(NOTE: A dishcloth dipped in dishwashing detergent solution and wrung out damp should be used to clean the table, range top, refrigerator, and counter tops. Rinse cloth as needed. Dry items that may streak with a clean, dry kitchen towel.)

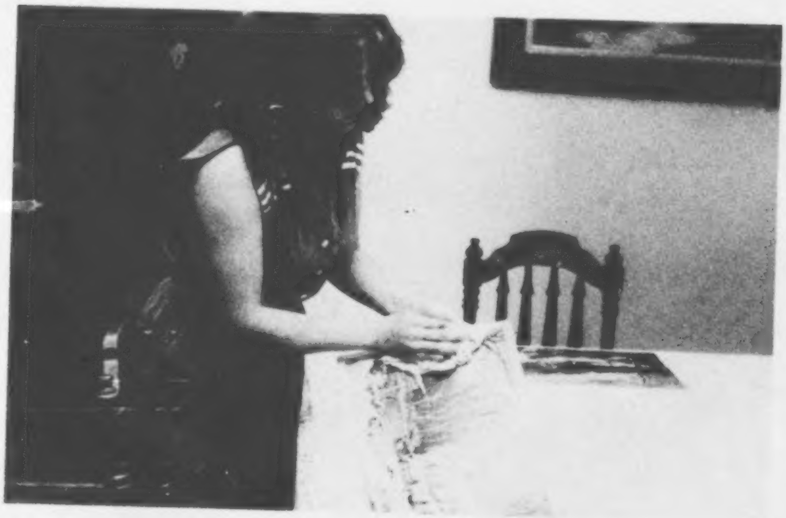
A. Wipe off table (Figure 73)

FIGURE 73



B. Wipe off placemats and return to storage (Figure 74)

FIGURE 74

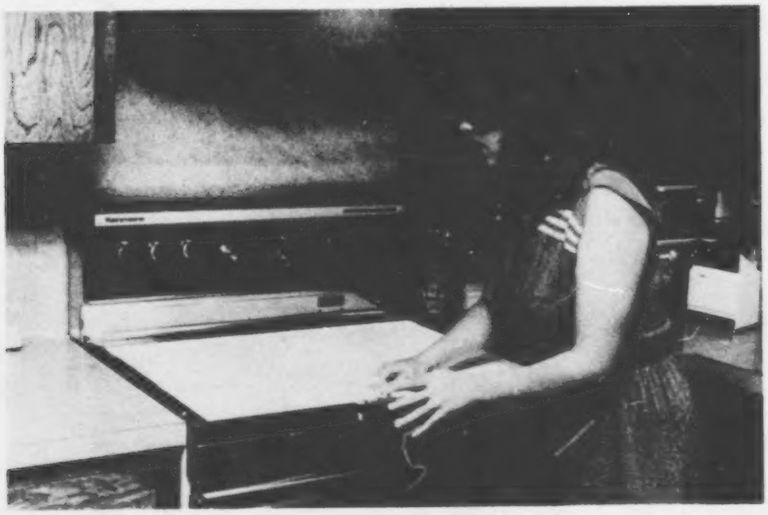


JOB SHEET #1

C. Wipe off range and oven (Figure 75)

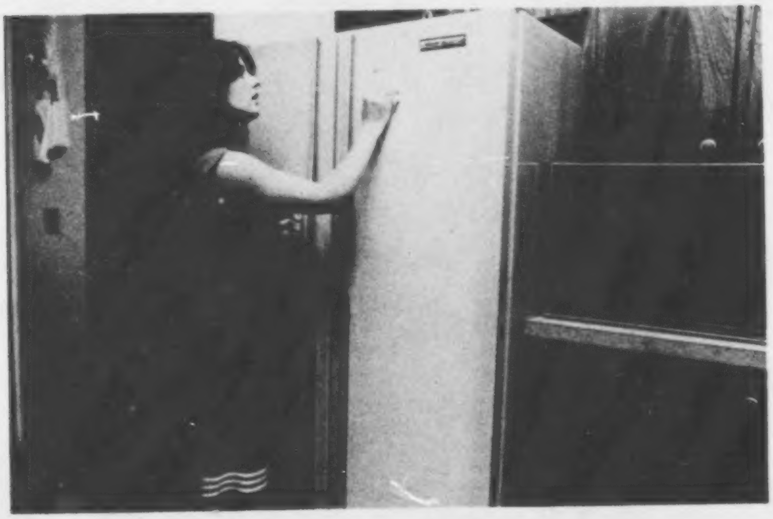
(NOTE: If burners or drip pans were soiled, they should have been washed after pots and pans.)

FIGURE 75



D. Wipe off outside of refrigerator/freezer (Figure 76)

FIGURE 76

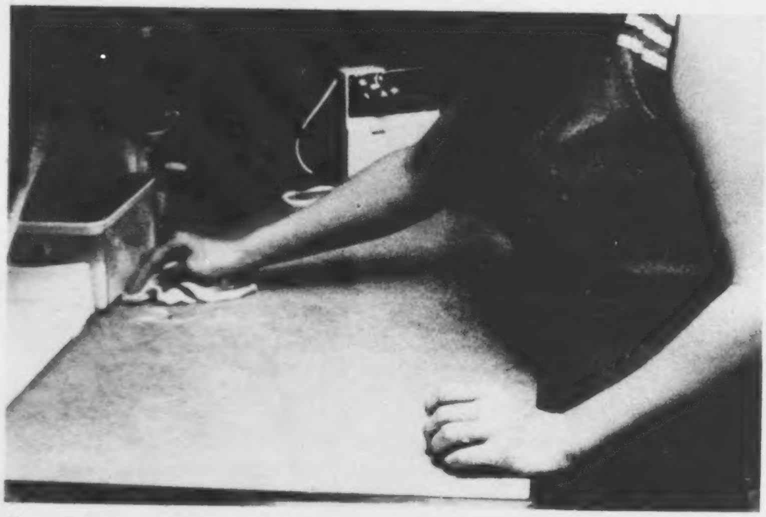


JOB SHEET #1

E. Wipe off counter tops and counter edges (Figure 77)

(NOTE: Pay special attention to cracks or crevices where food particles may be trapped.)

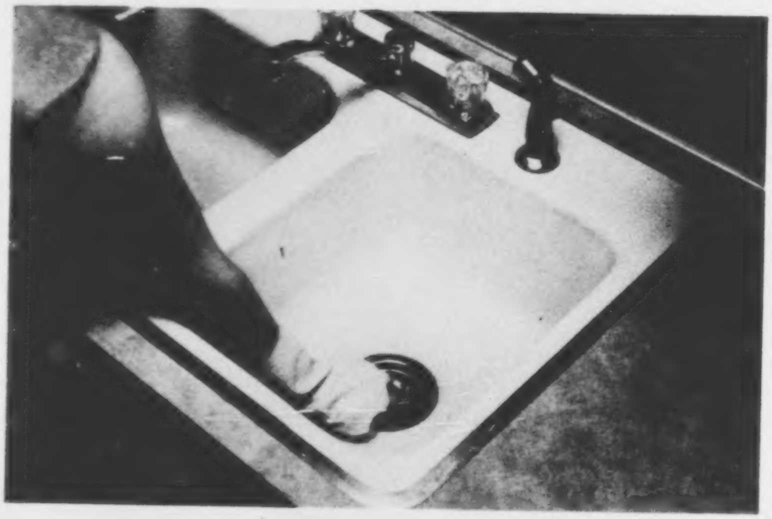
FIGURE 77



F. Drain sinks through sink strainers (Figure 78)

(NOTE: If sink has garbage disposal, turn on and drain sink through disposal.)

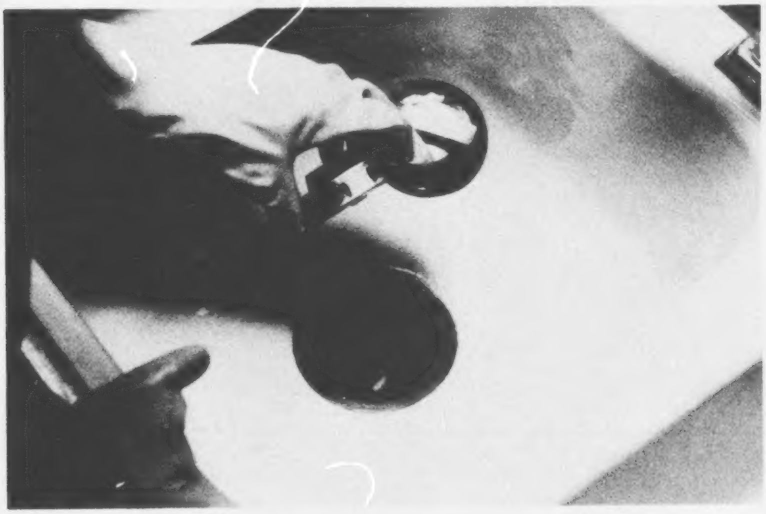
FIGURE 78



JOB SHEET #1

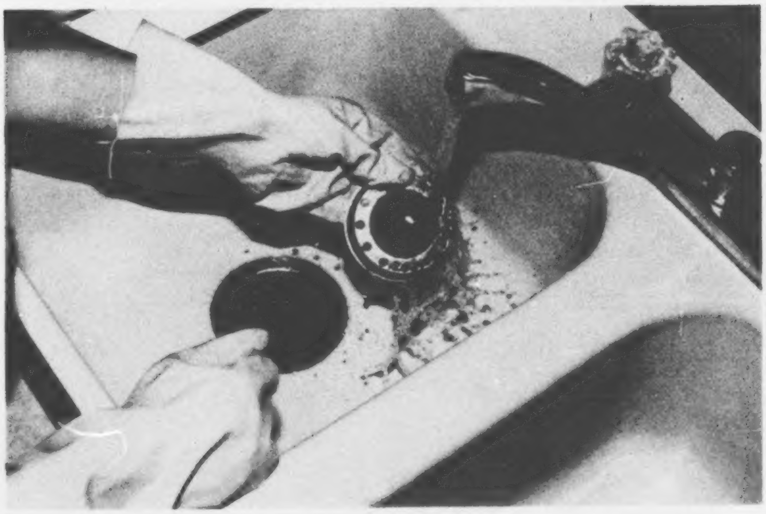
G. Empty sink strainers into wastebasket or disposal unit (Figure 79)

FIGURE 79



H. Rinse sink strainers under faucet (Figure 80)

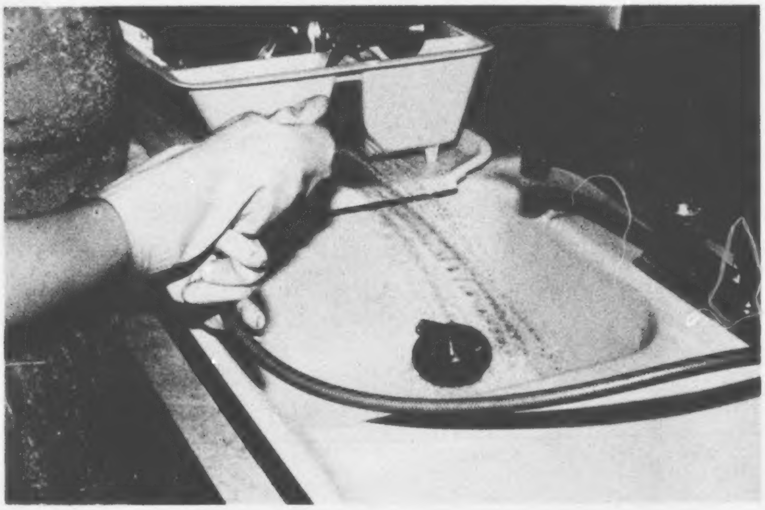
FIGURE 80



JOB SHEET #1

I. Rinse out sinks and/or dishpans (Figure 81)

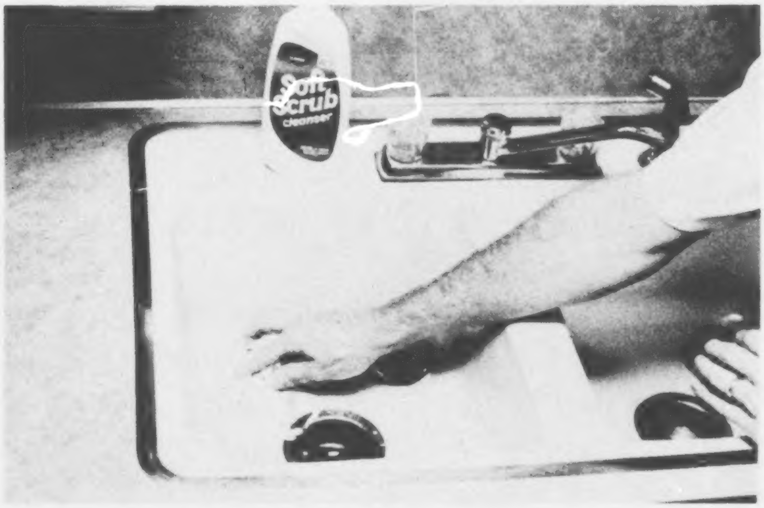
FIGURE 81



J. Scrub stains or pot marks in sinks with liquid paste cleanser; rinse thoroughly (Figure 82)

(NOTE: Rub lightly to avoid dulling finish.)

FIGURE 82

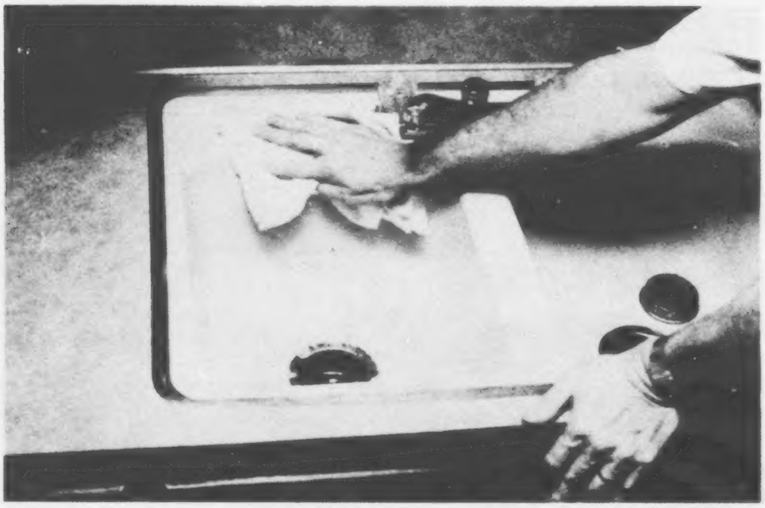


JOB SHEET #1

K. Dry and polish sink with clean kitchen towel (Figure 83)

(NOTE: Stainless steel sinks must be towel dried to prevent spotting.)

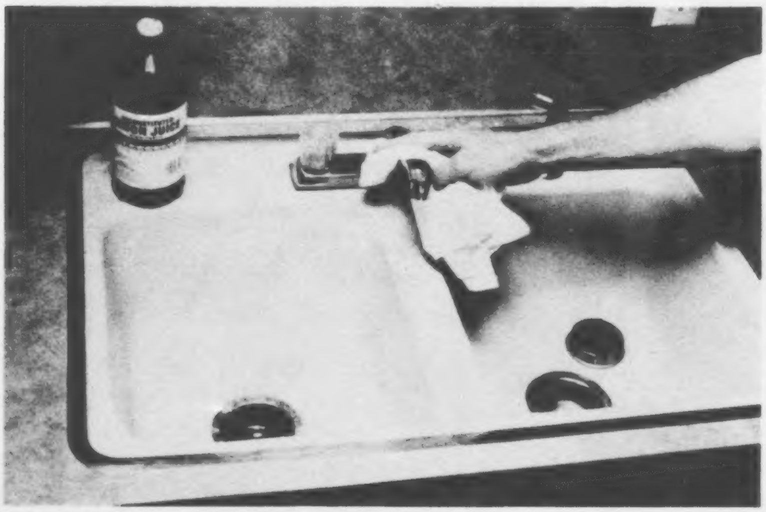
FIGURE 83



L. Dry and polish sink faucet and handles, removing water spots (Figure 84)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or a mild acid solution manufactured for cleaning purposes.)

FIGURE 84

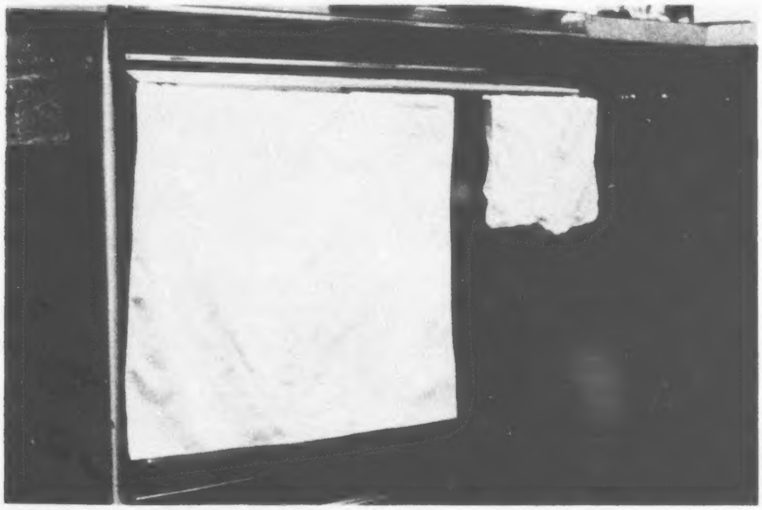


JOB SHEET #1

M. Rinse out dishcloth; hang dishcloth and kitchen towel to dry (Figure 85)

(NOTE: Usually the kitchen and dining area floors are swept or vacuumed, if needed, directly after washing dishes.)

FIGURE 85



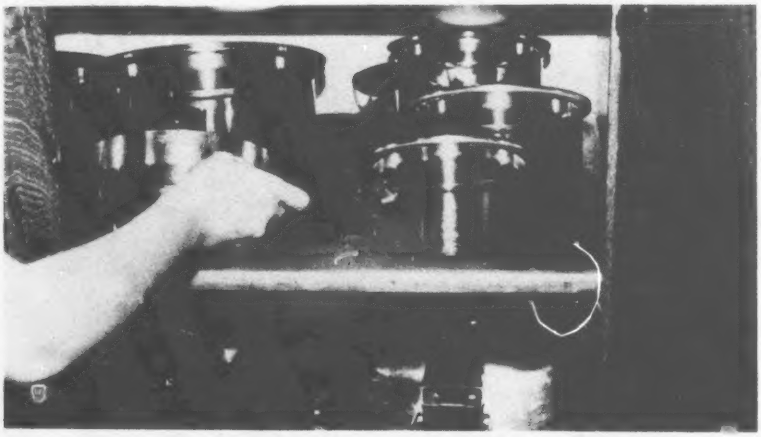
VI. Procedure for storing dishes

(NOTE: Some dishes used often may be left in drainer for storage.)

A. Cover pots and pans and place on shelves (Figure 86)

(NOTE: Some pots and pans may be hung from hooks provided for that purpose. Lids may be stored in a lid rack.)

FIGURE 86

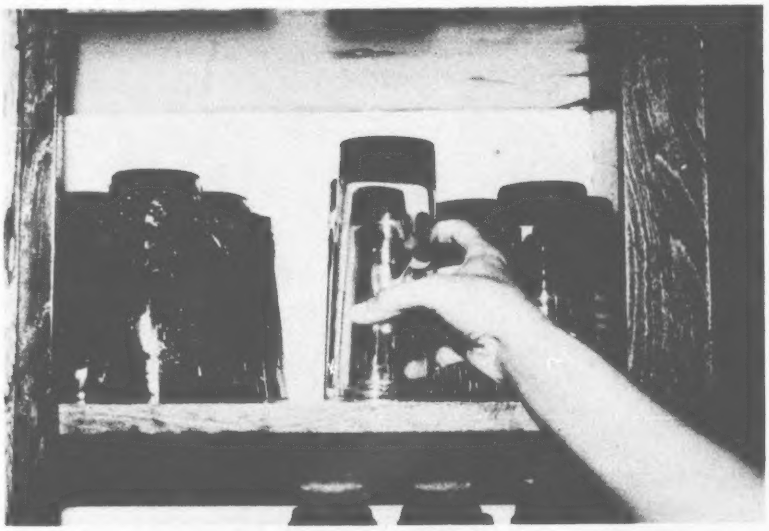


JOB SHEET #1

B. Place glasses on shelves upside down (Figure 87)

(NOTE: Your supervisor may request that glasses be placed upright.)

FIGURE 87



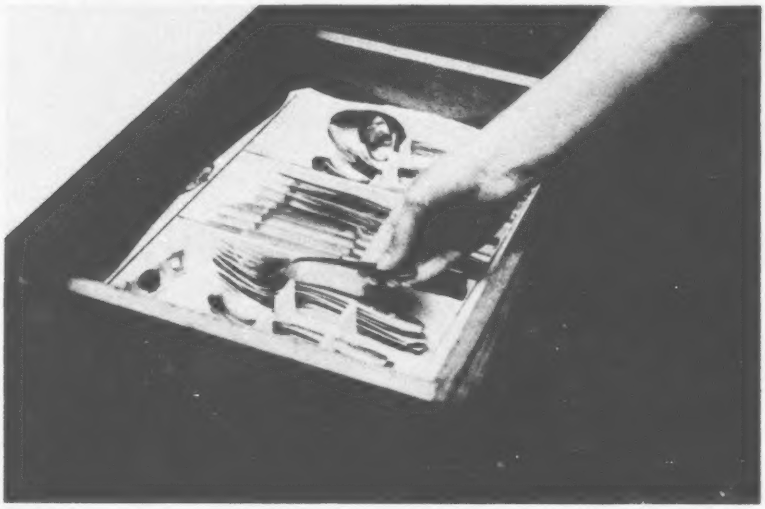
C. Place eating dishes, serving dishes, and baking dishes in proper storage areas (Figure 88)

FIGURE 88

JOB SHEET #1

D. Place flatware and cooking and measuring utensils in proper storage areas (Figure 89)

FIGURE 89



KITCHEN CLEANING
UNIT II

JOB SHEET #2--WASH DISHES WITH AN AUTOMATIC DISHWASHER

I. Equipment and supplies (Figure 90)

   A. Automatic dishwasher

   B. Automatic dishwasher detergent

   C. Assorted dirty dishes

   D. Rubber spatula

   E. Small brush

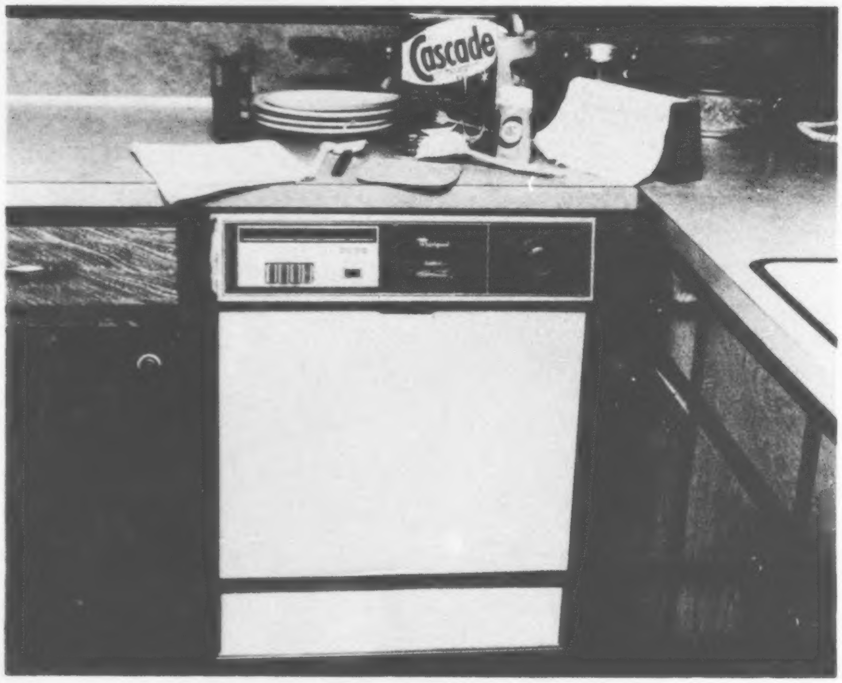
   F. Automatic dishwasher rinse agent (wetting agent)

   G. Paper towels

   H. Dishcloth

   I. Potholder

FIGURE 90



JOB SHEET #2

II. Procedure for prewashing

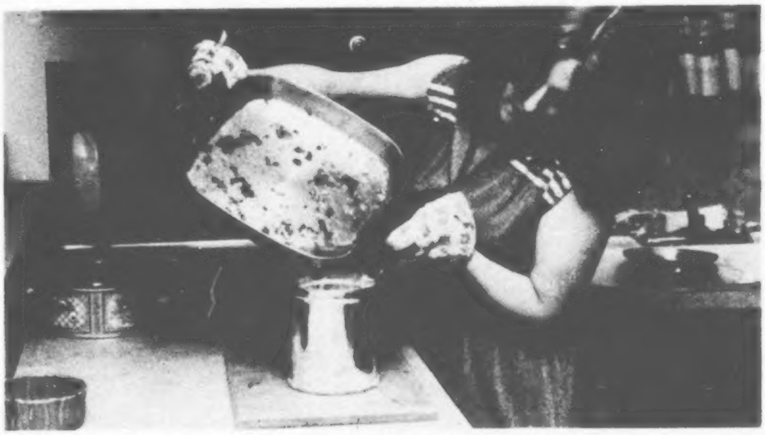
A. Prewashing preparation

1. Before it cools, drain used grease from pans and skillets into waste container (empty can) (Figure 91)

(CAUTION. USE POTHOLDER AND HOLD PANS OR SKILLETS BY HANDLES TO AVOID BURNING YOURSELF. AVOID HANDLING A WASTE CONTAINER WITH UNPROTECTED HANDS AND CAUTION OTHERS TO DO THE SAME.)

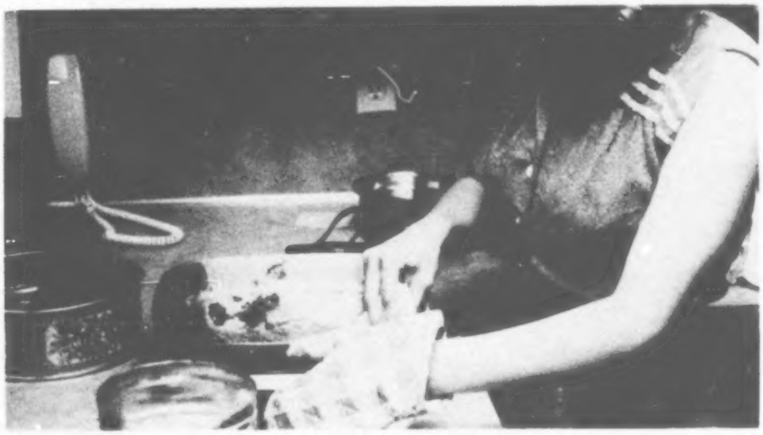
(NOTE: Never pour grease down sink drain.)

FIGURE 91



2. Wipe out pans and skillets with paper toweling (Figure 92)

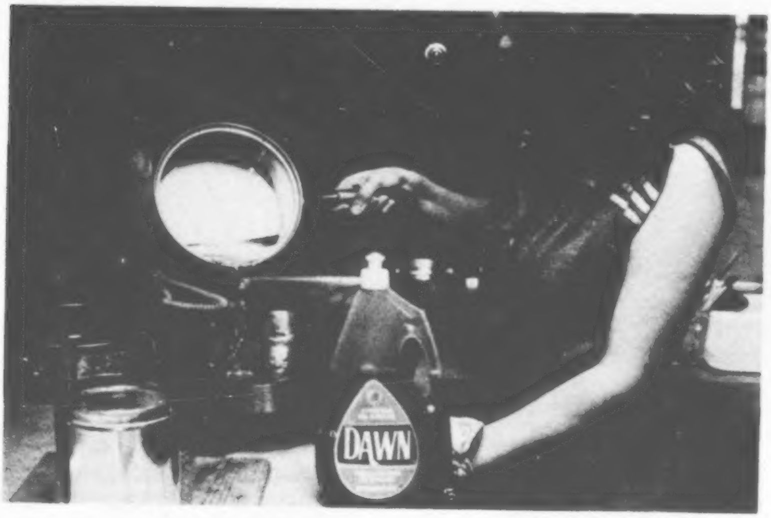
FIGURE 92



JOB SHEET #2

3. Fill skillets with *hot* water and add small amount of dishwashing detergent (Figure 93)

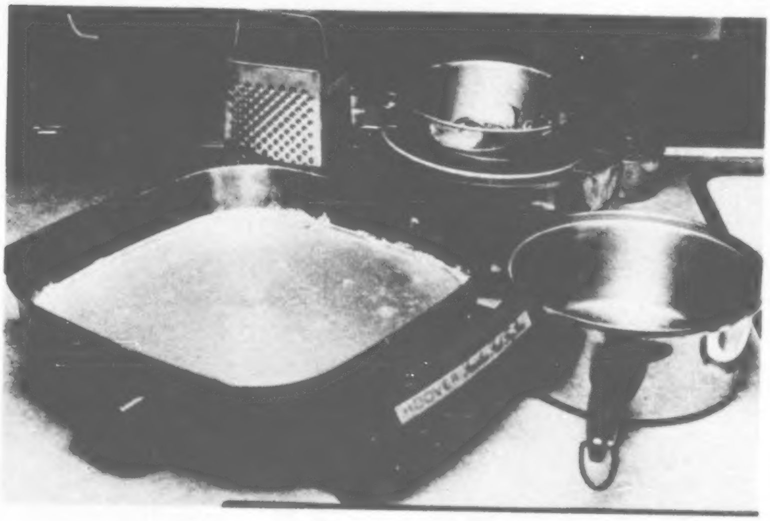
FIGURE 93



4. Set aside to soak (Figure 94)

(NOTE: If pan is still hot, return to range top to cool.)

FIGURE 94

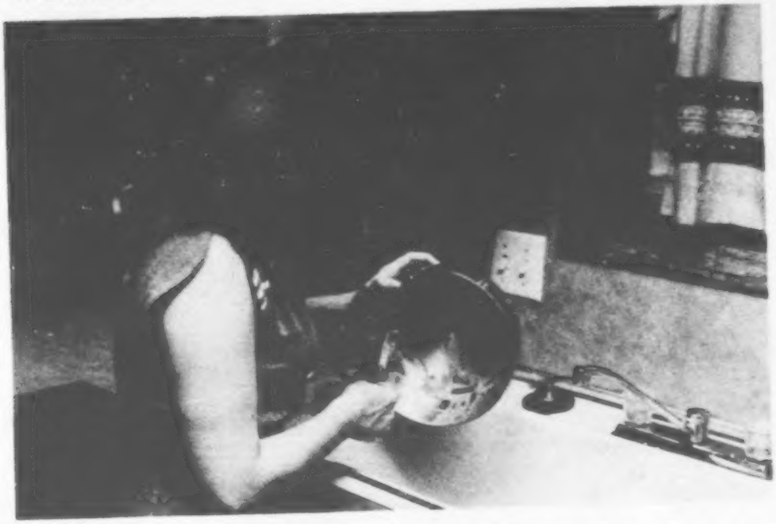


JOB SHEET #2

5. Scrape excess food from pots, pans, and baking dishes into waste container or into garbage disposal (Figure 95)

   (NOTE: Waste container should be lined with a plastic liner.)

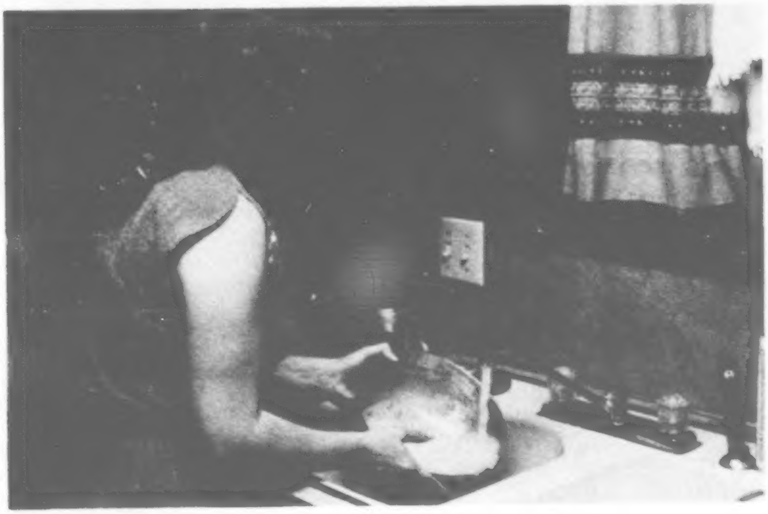
FIGURE 95



6. Rinse with water at sink, using small brush with handle (Figure 96)

   (NOTE: Rinsing is easier if cold water is used on flour, milk, egg, and cheese, and if hot water is used on sugar and grease.)

FIGURE 96



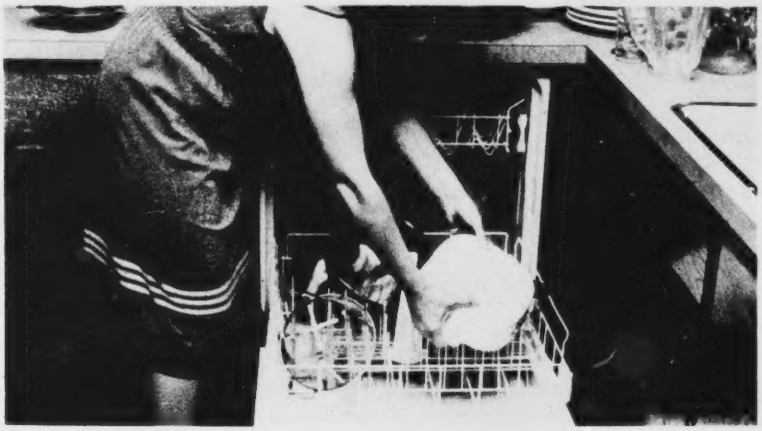
JOB SHEET #2

7. Place rinsed pots, pans, and baking dishes on rack in dishwasher using the following general rules for proper loading of the dishwasher

   (NOTE: If they are available, follow manufacturer's instructions for loading.)

   a. Face soiled surfaces toward water action (Figure 97)

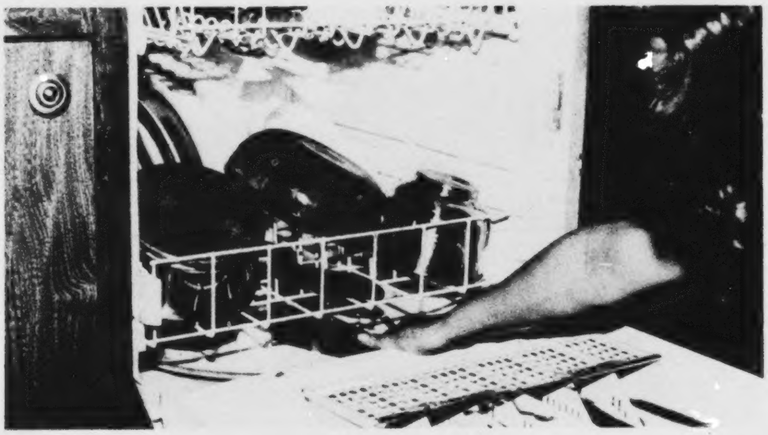
FIGURE 97



   b. If the dishwasher has a one-level wash system, avoid blocking water action to top rack (Figure 98)

      (NOTE: When possible, large items such as serving and mixing bowls, saucepans, and skillets should be loaded in the top rack. If loaded in the corners of the bottom rack, they may block top rack washing.)

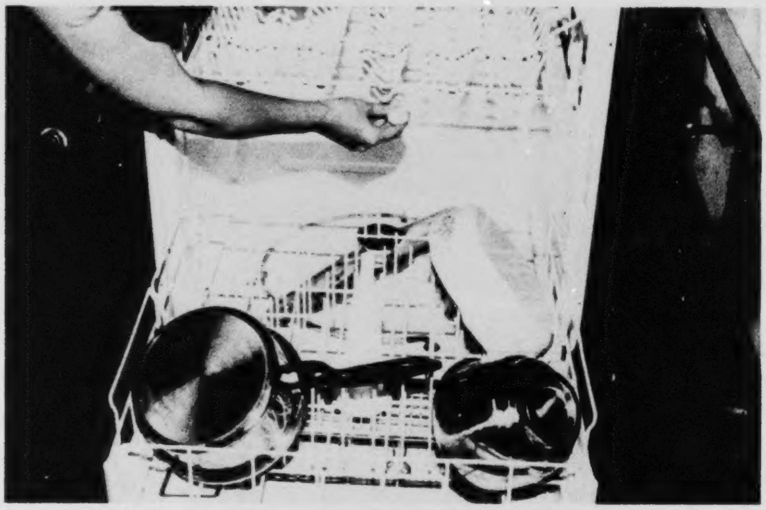
FIGURE 98



JOB SHEET #2

c. If dishwasher has a two- or three-level wash system, place saucepans and large bowls in corners; place skillets, cookie sheets, broiler pans, and shallow pans along the sides (Figure 99)

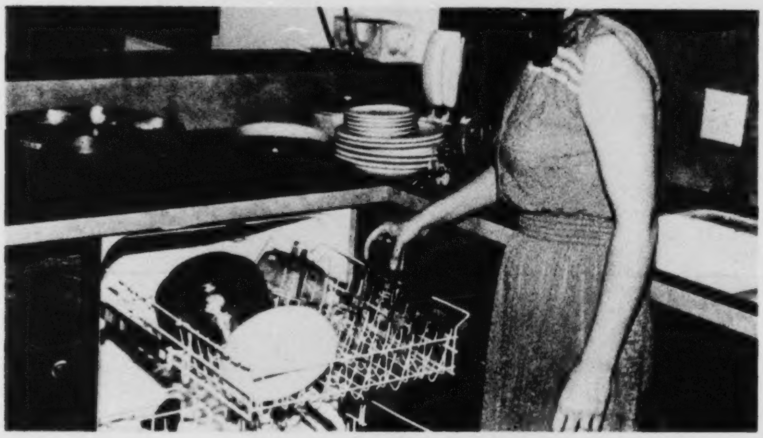
FIGURE 99



d. Place deep items such as glasses, cups, jars, or bowls face down (or tilted toward water source) so that they will wash and drain properly (Figure 100)

(NOTE: If possible, those items having cupped bottoms should be placed at an angle so that water will not be trapped. If water is left, blot with a towel before unloading the dishwasher.)

FIGURE 100

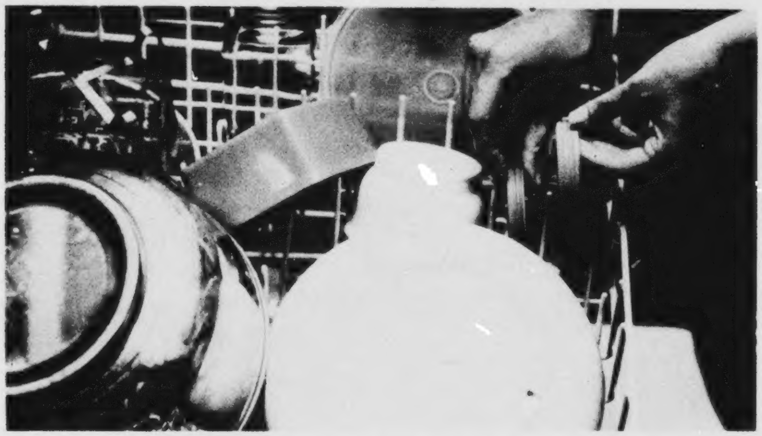


JOB SHEET #2

e. Securely rack lightweight items such as small glasses, lids, plastic bowls, and refrigerator dishes so that they will not be moved by the water action (Figure 101)

(NOTE: Be sure that small items are loaded so that they will not fall through openings in racks.)

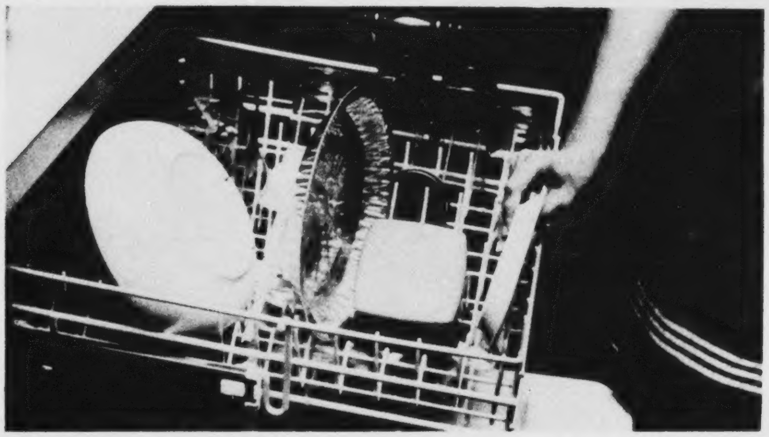
FIGURE 101



f. Place dishes and aluminum items so that they do not rub together while washing (Figure 102)

(NOTE: Aluminum can leave dark marks that are very difficult to remove. Disposable foil pans are very troublesome. They are difficult to place securely and often move about in the dishwasher to make their marks on several items.)

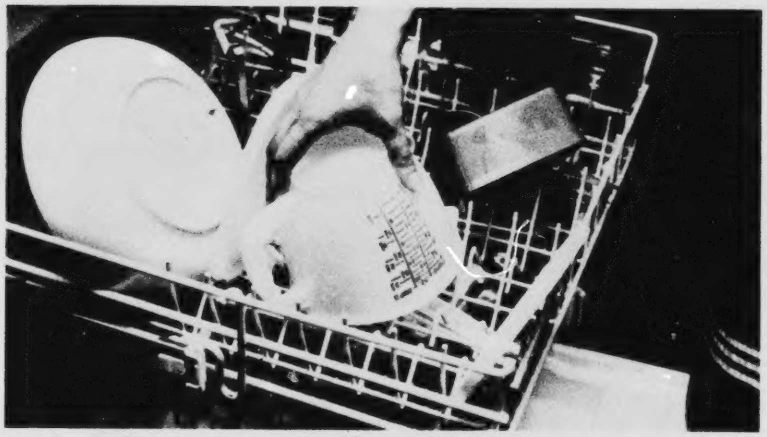
FIGURE 102



JOB SHEET #2

g. Load plastics in the top rack--farthest from the heating element in the bottom of the dishwasher (Figure 103)

FIGURE 103

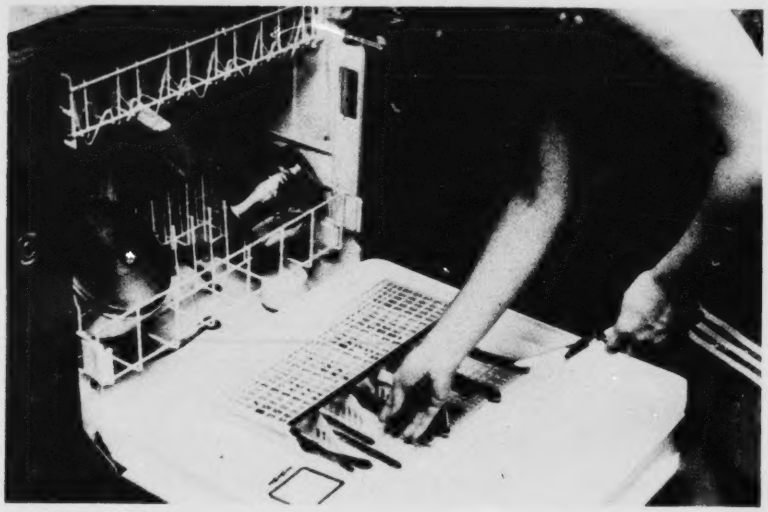


h. Follow manufacturer's instructions when loading flatware (Figure 104)

(NOTE: Silverware [flatware] should not be crowded or nested together. If loaded this way, water cannot reach the soiled areas. Crowding also hinders drying and causes spotting.)

(CAUTION: WOODEN-HANDLED UTENSILS SHOULD NOT BE WASHED IN DISHWASHER.)

FIGURE 104

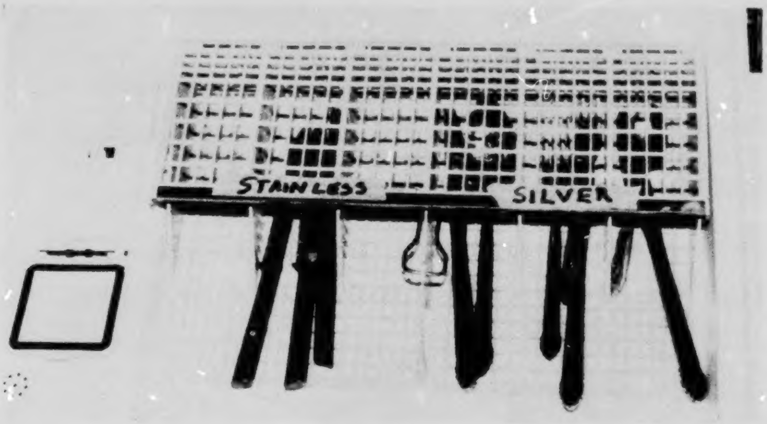


JOB SHEET #2

i. Place silver and stainless steel items so that the two metals do not touch (Figure 105)

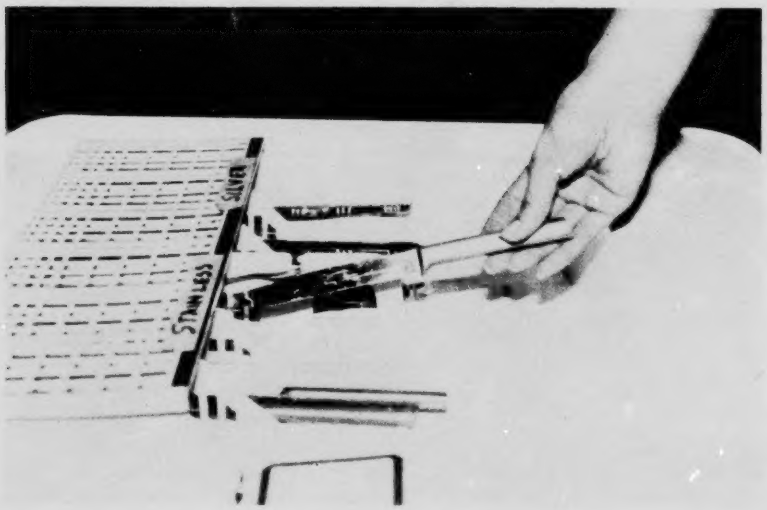
(NOTE: Direct contact between the two metals sets up a chemical action that causes the touching metals to pit. Remember that silver knives have stainless steel blades.)

FIGURE 105



j. Place sharp utensils in the flatware basket with the points down to prevent possible injury when reaching into the dishwasher (Figure 106)

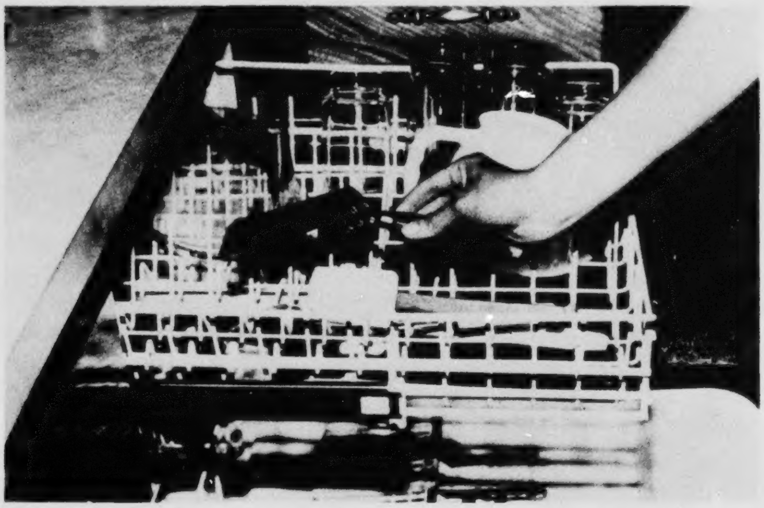
FIGURE 106



JOB SHEET #2

k. Place long-handled implements (spatulas, carving knives, meat forks, kitchen spoons) flat in the top rack so that they will not interfere with washing action (Figure 107)

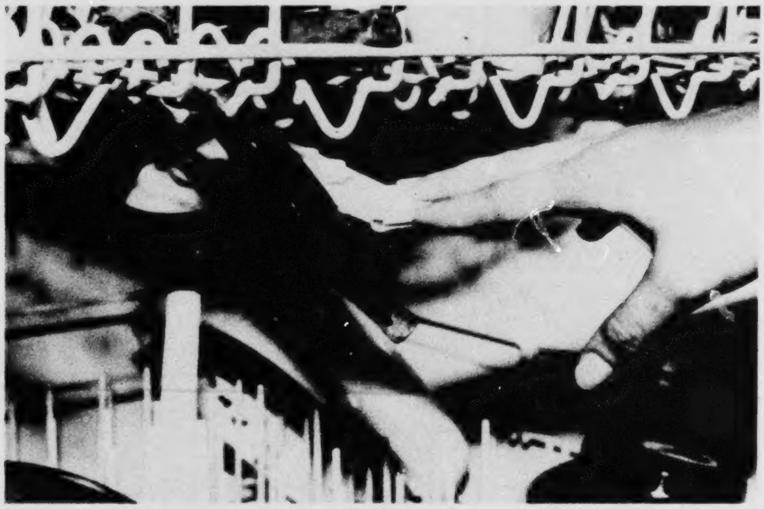
FIGURE 107



l. Check to make sure that items (especially pan handles and flatware) are not sticking through racks (Figure 108)

(NOTE: This prevents wash arms from turning freely.)

FIGURE 108

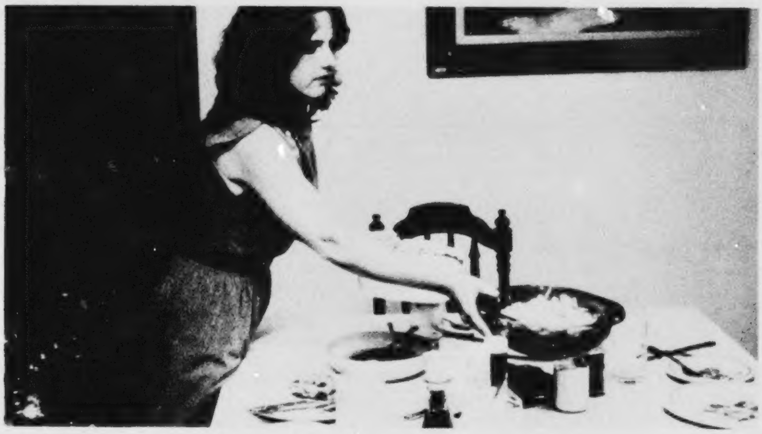


JOB SHEET #2

B. Prewashing preparation after meal

1. Remove leftover food from table (Figure 109)

FIGURE 109



2. Transfer food to be saved into smaller containers; seal and store (Figure 110)

   (NOTE: If food is already in a proper container for storage, seal and store in refrigerator or proper place.)

FIGURE 110

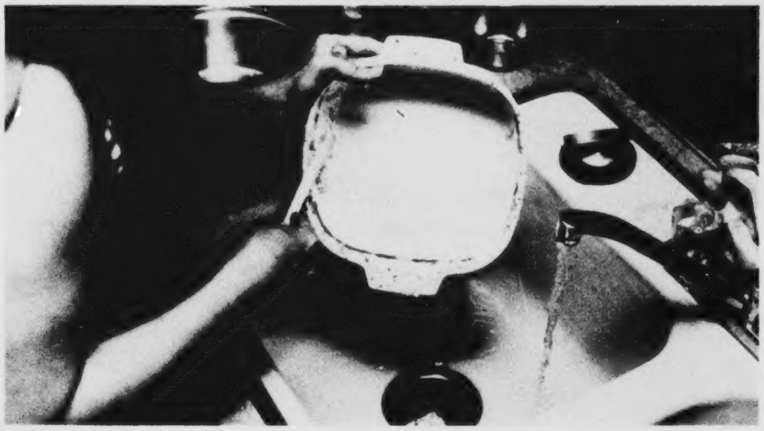
JOB SHEET #2

3. Use spatula to scrape into waste container or garbage disposal food that will not be saved (Figure 111)

   (NOTE: Garbage disposal should be turned on with cold water running.)

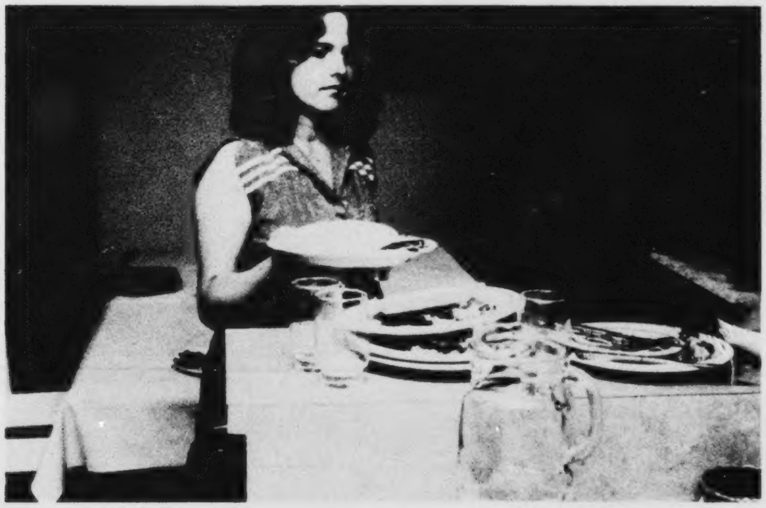
   (CAUTION: NEVER PUT HANDS, SPATULA, OR UTENSILS INTO OPERATING GARBAGE DISPOSAL.)

FIGURE 111



4. Remove dishes and flatware from table; place on counter (Figure 112)

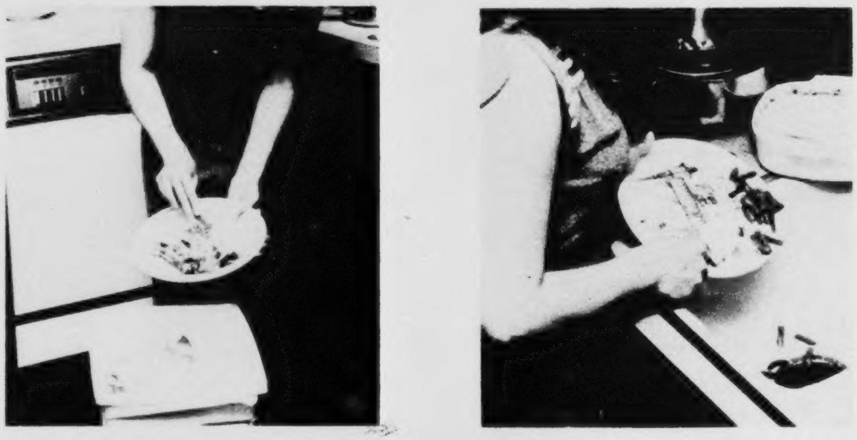
FIGURE 112



JOB SHEET #2

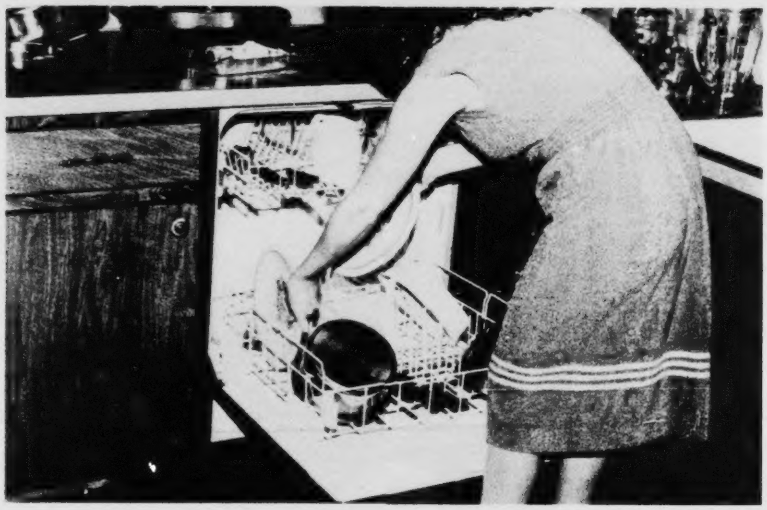
5. Scrape and rinse scraps from dishes (Figure 113)

FIGURE 113



6. Place rinsed dishes on racks in dishwasher following manufacturer's directions or general rules for proper loading of the dishwasher outlined in this job sheet (Figure 114)

FIGURE 114



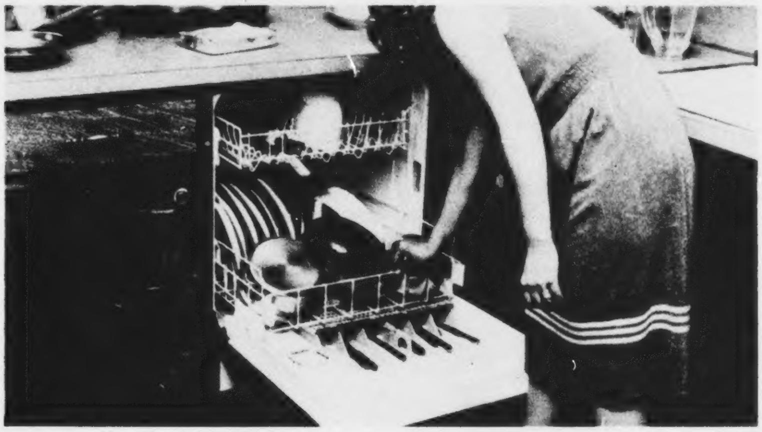
JOB SHEET #2

III. Procedure for washing dishes in automatic dishwasher

A. Fill machine with dishes and flatware, observing guide for what not to put into a dishwasher (Transparency #1)

B. Slide loaded dish racks into machine (Figure 115)

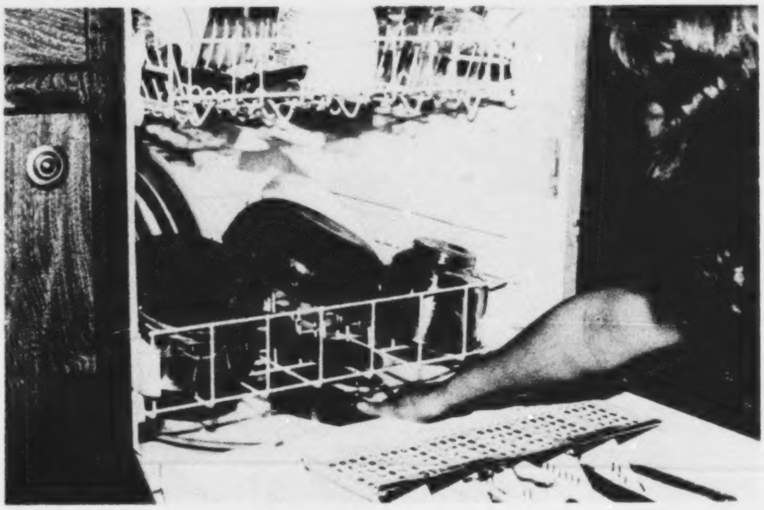
FIGURE 115



C. Check spray arms for free movement (Figure 116)

(NOTE: Look for long handles that might interfere with complete rotation of spray arms.)

FIGURE 116

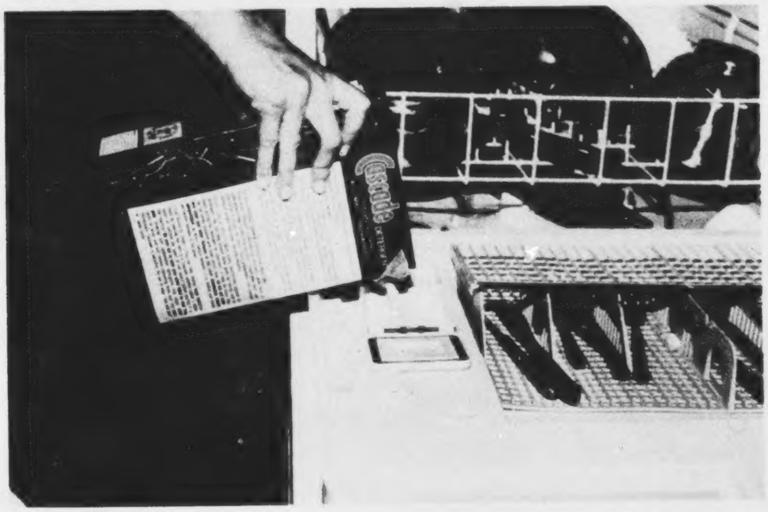


JOB SHEET #2

D. Fill automatic detergent dispenser with detergent (Figure 117)

(NOTE: Follow manufacturer's directions for correct amount.)

FIGURE 117



JOB SHEET #2

E. Check and fill automatic rinse agent dispenser (Figures 118 and 119)

FIGURE 118

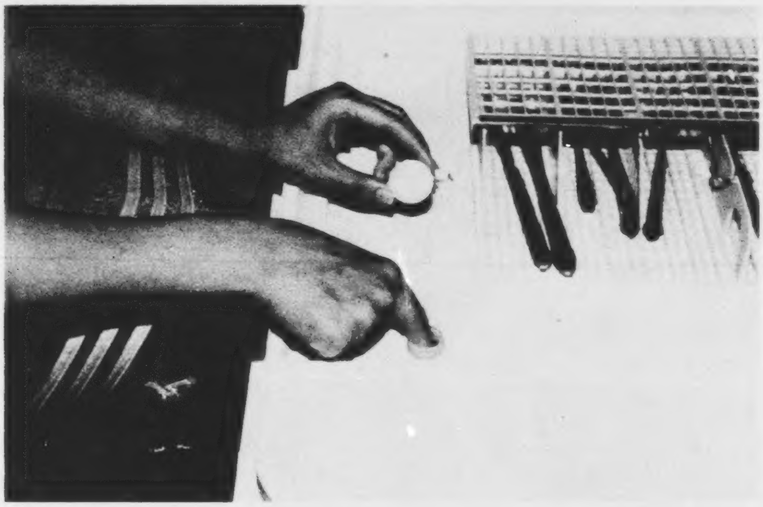
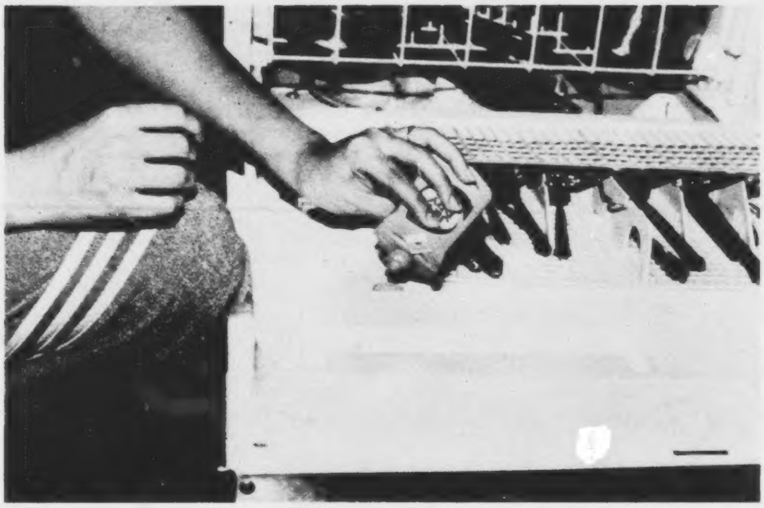


FIGURE 119

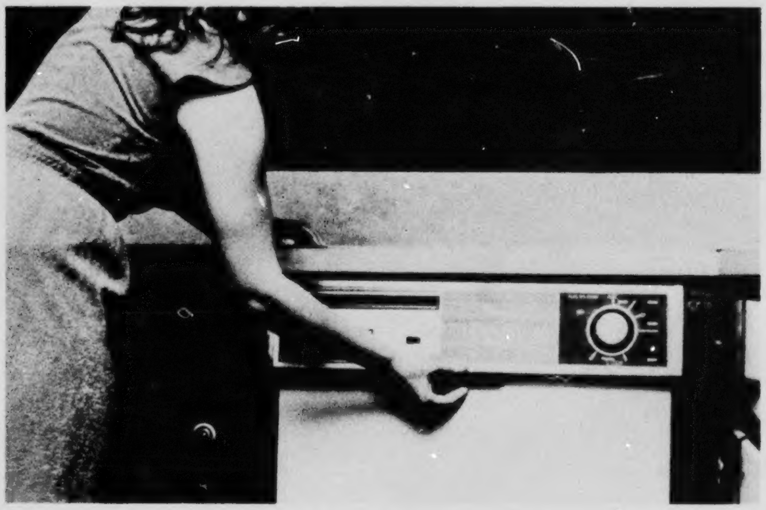


JOB SHEET #2

F. Close and latch door (Figure 120)

(NOTE: Door should not push on any dishes as it closes.)

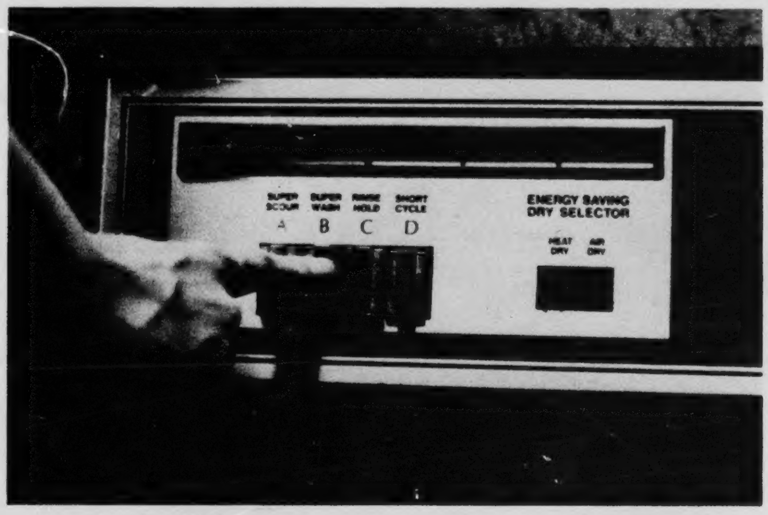
FIGURE 120



G. Select correct wash/rinse cycle and turn on machine (Figure 121)

(CAUTION: ONLY ONE CYCLE SETTING SHOULD BE PROGRAMMED AT A TIME OR DAMAGE TO DISHES OR DISHWASHER MAY RESULT.)

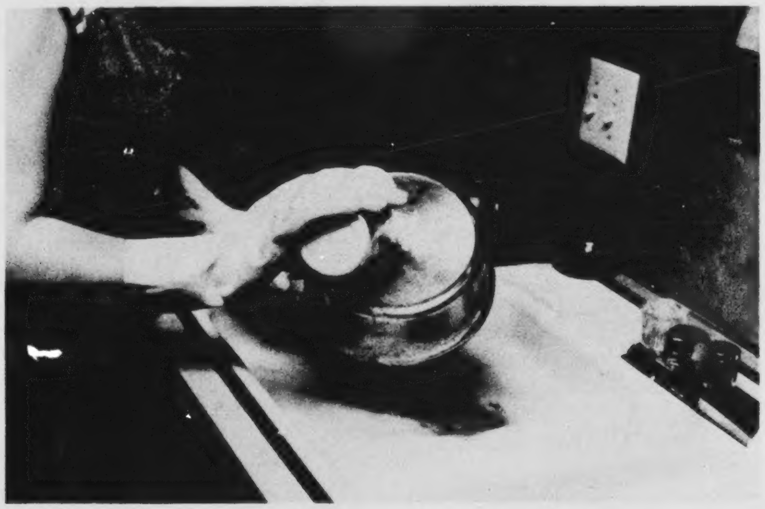
FIGURE 121


SUPER SCOUR
A
SUPER WASH
B
RINSE HOLD
C
SHORT CYCLE
D
ENERGY SAVING DRY SELECTOR
HEAT DRY
AIR DRY

JOB SHEET #2

H. Wash by hand those items that could not be washed in dishwasher (See Job Sheet #1; Transparency #1; Figure 122)

FIGURE 122



I. Straighten and clean kitchen and dining area (Figure 123)

(NOTE: Damp wipe and towel dry table, counter, refrigerator, oven, and range. Clean floor if needed.)

FIGURE 123

JOB SHEET #2

J. When dishwasher has run through selected cycle, open door and remove clean dishes (Figures 124 and 125)

(NOTE: Check cupped areas in dishes for trapped water and blot with dish towel.)

FIGURE 124

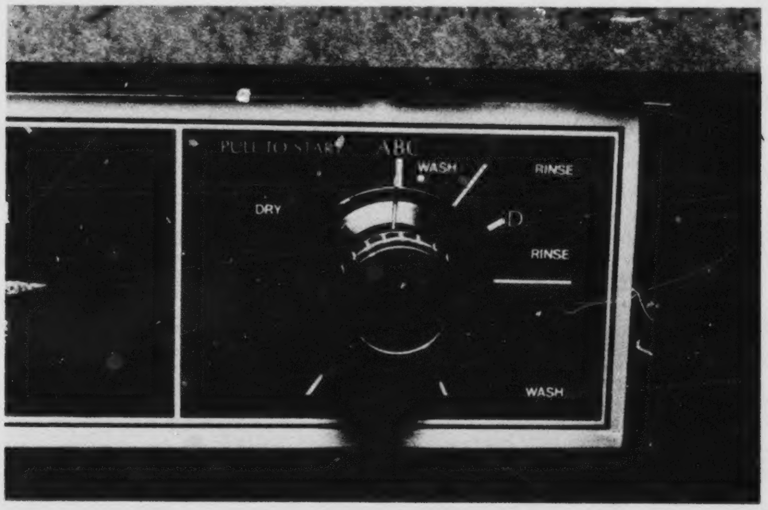

PULL TO START
ABC
WASH
RINSE
DRY
D
RINSE
WASH

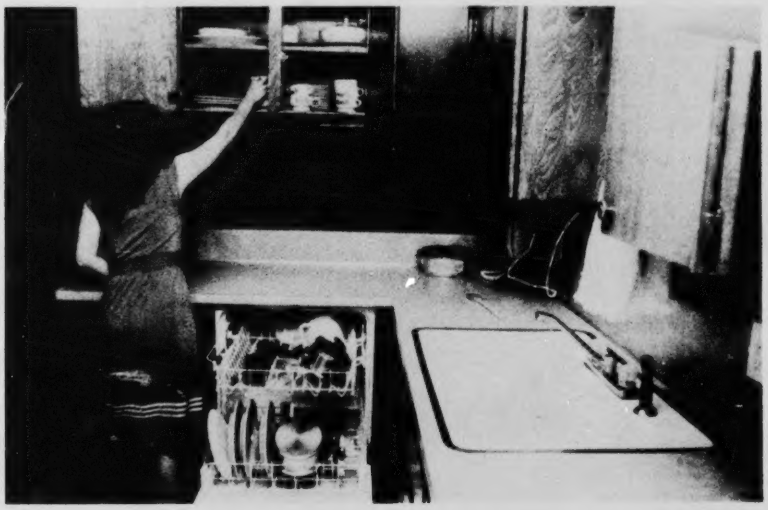
FIGURE 125

JOB SHEET #2

K. Place dishes in proper storage areas (Figure 126)

(NOTE: Do not leave clean dishes in dishwasher.)

FIGURE 126



KITCHEN CLEANING
UNIT II

JOB SHEET #3--SPOT CLEAN A REFRIGERATOR/FREEZER

I. Equipment and supplies (Figure 127)

  A. Refrigerator/freezer

  B. Dishcloth

  C. Washing cloth

  D. Kitchen towel

  E. Baking soda

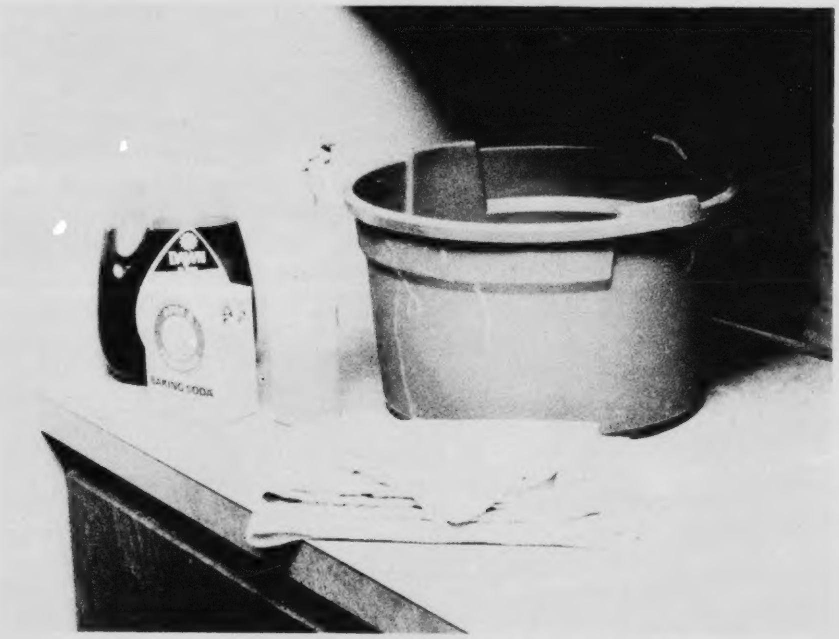
  F. Glass cleaner

  G. Vacuum (optional)

  H. Dishpan (optional)

  I. Dishwashing detergent

FIGURE 127



JOB SHEET #3

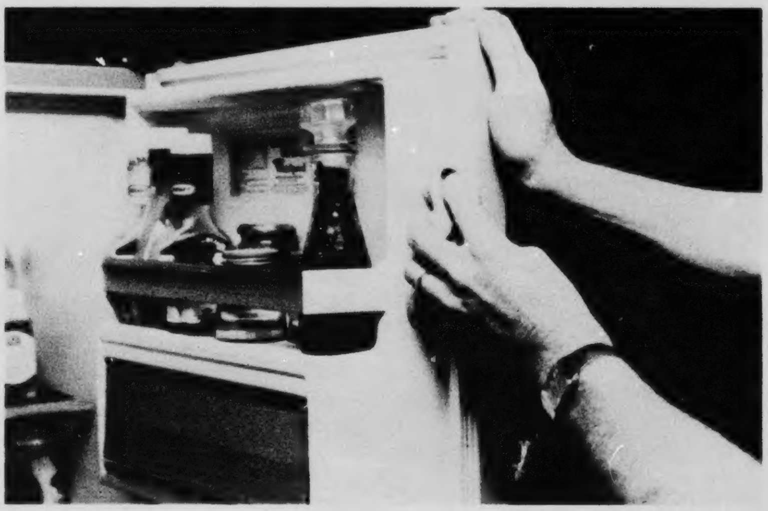
II. Procedure

(NOTE: This task should be performed directly after washing the dishes during routine kitchen cleaning.)

A. Damp wipe inside door gasket and sealing surface of refrigerator with dishcloth dipped in dishwashing detergent solution and wrung out (Figure 128)

(NOTE: If dishwater is still clean and sudsy, it may be used. If dishwater is too greasy, fill sink or dishpan about 1/2 full with clean, warm water. Add dishwashing detergent or about 4 tablespoons of baking soda per gallon of water.)

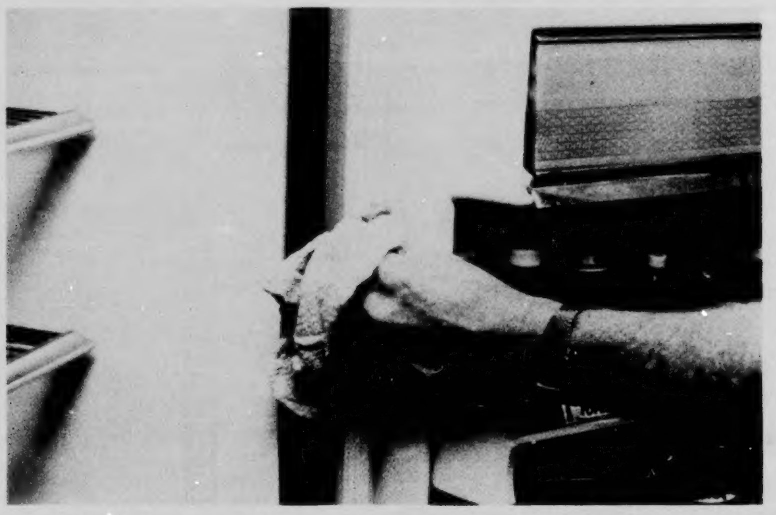
FIGURE 128



JOB SHEET #3

B. Rinse inside door gasket and sealing surface with dishcloth rinsed in clean water and wrung out until damp (Figure 129)

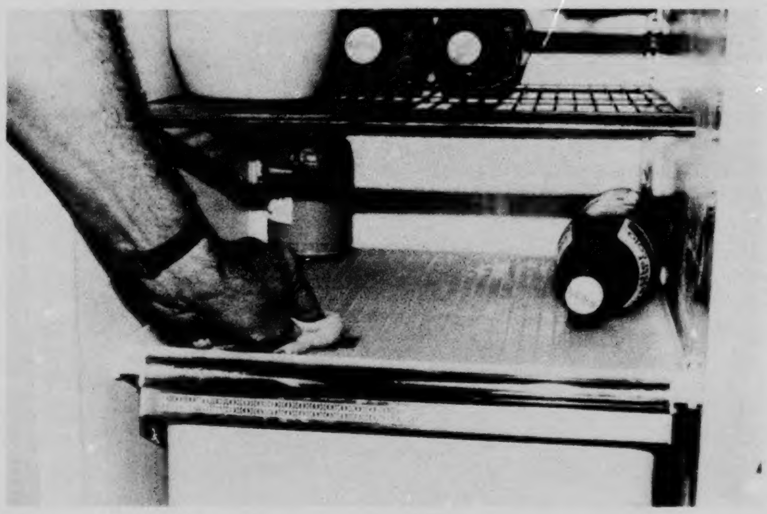
FIGURE 129



C. Wipe liquid spills and food deposits from refrigerator shelves and inside surfaces using dishcloth moistened with clean water (Figure 130)

(NOTE: Check shelves and special compartments in door.)

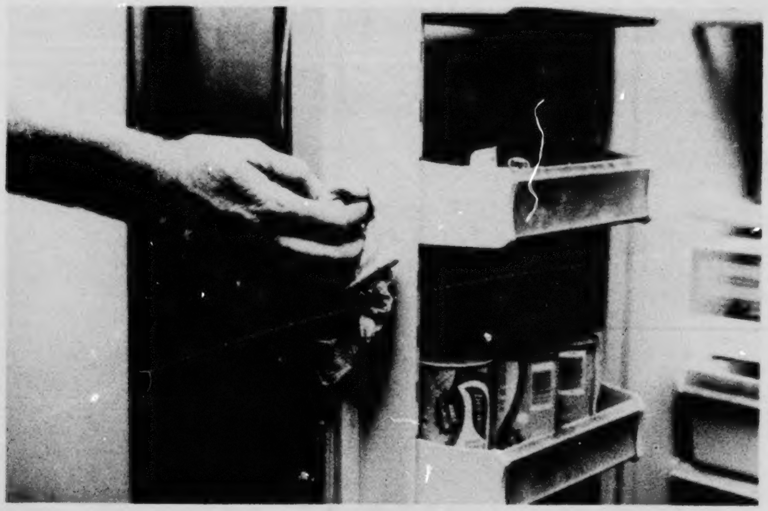
FIGURE 130



JOB SHEET #3

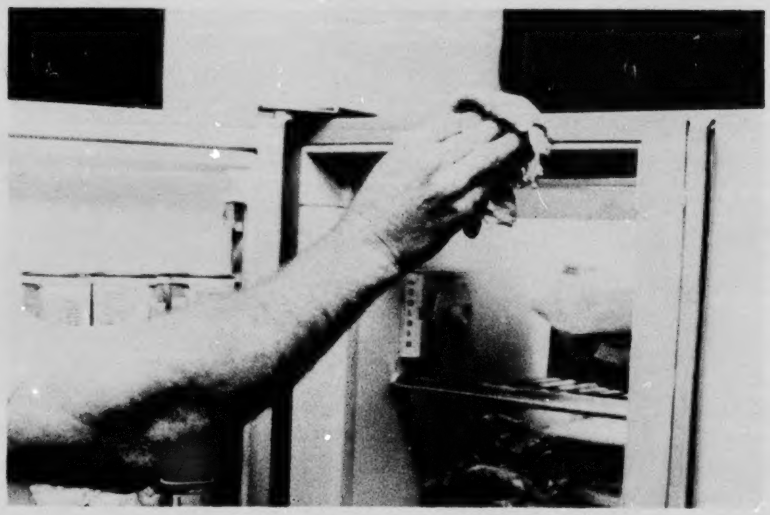
D. Damp wipe inside door gasket and sealing surface of freezer compartment with dishcloth dipped in detergent solution and wrung out (Figure 131)

FIGURE 131



E. Rinse freezer compartment door gasket and sealing surface with dishcloth rinsed in clean water and wrung out damp (Figure 132)

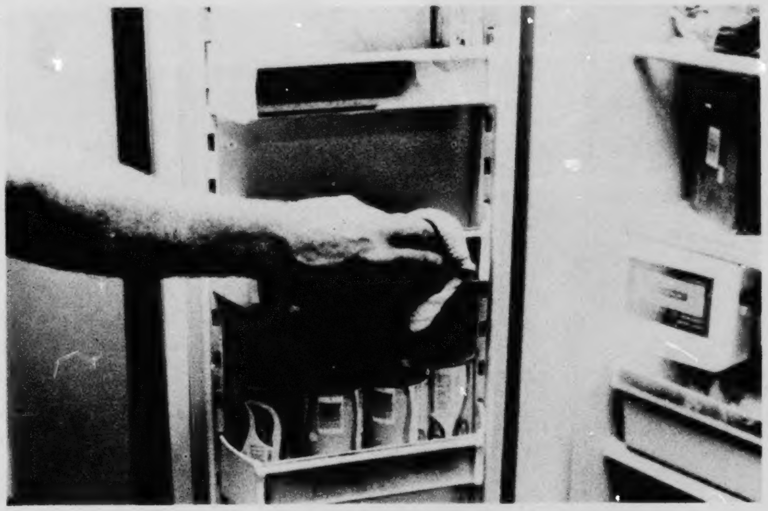
FIGURE 132



JOB SHEET #3

F. Wipe spills and food deposits from freezer compartment shelves and inside surfaces of freezer using dishcloth moistened with clean water (Figure 133)

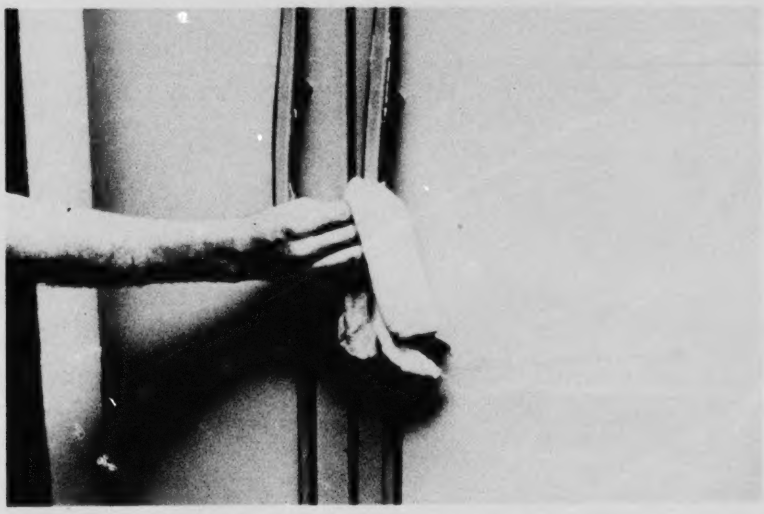
FIGURE 133



G. Damp wipe outside of refrigerator/freezer with dishcloth dipped in detergent solution and wrung out (Figure 134)

(NOTE: Outside of refrigerator/freezer may be cleaned with glass cleaner and dried with clean kitchen towel.)

FIGURE 134

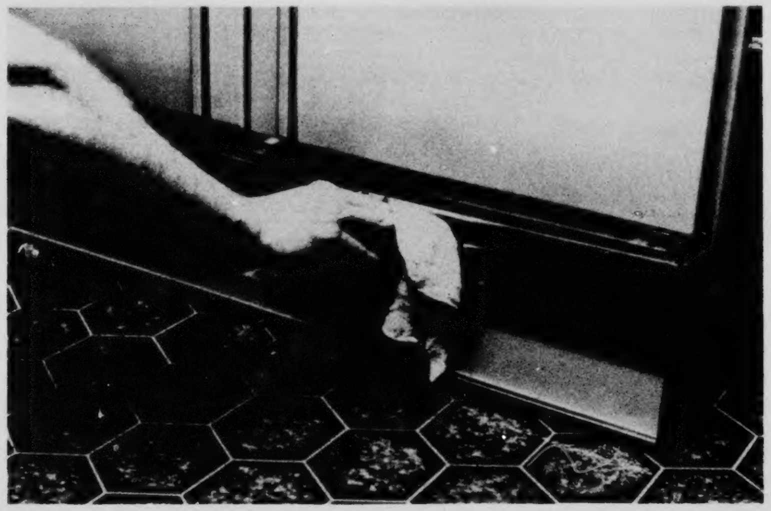


JOB SHEET #3

H. Clean compressor grill and condenser compartment with dishcloth dipped in detergent solution and wrung out (Figure 135)

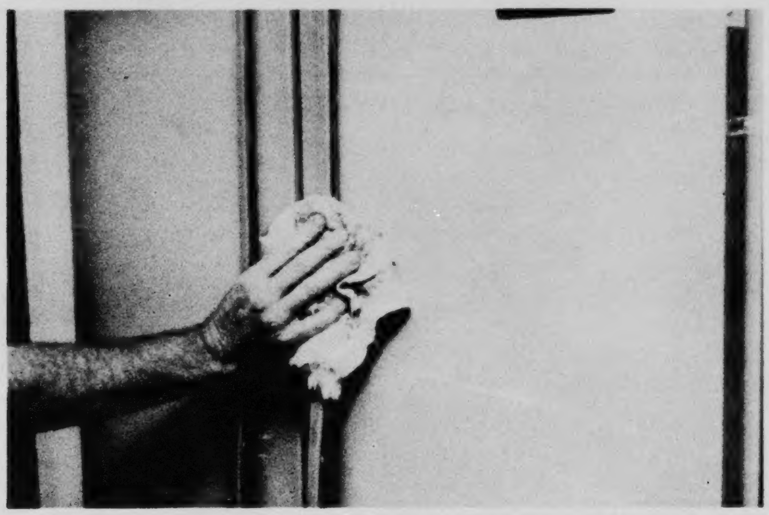
(NOTE: If condenser coil is covered with lint and dirt, remove grill and vacuum coil.)

FIGURE 135



I. Dry and polish trim, handles, and exterior surfaces with kitchen towel (Figure 136)

FIGURE 136

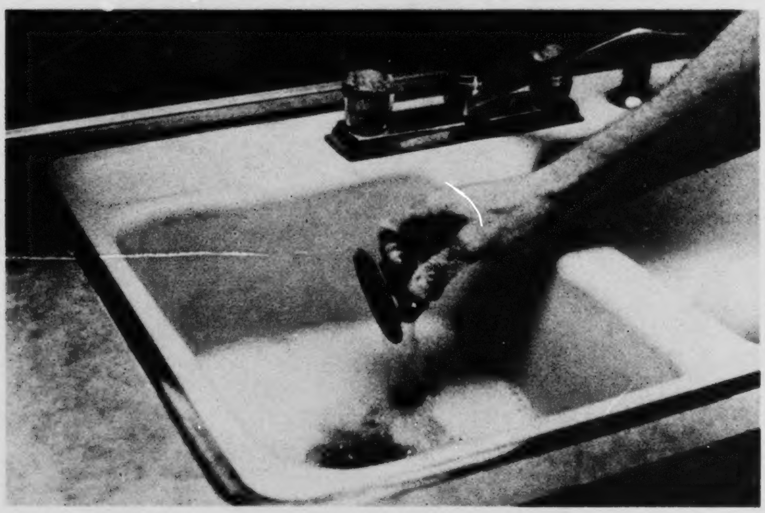


JOB SHEET #3

J. Drain sink or dishpan and clean (Figure 137)

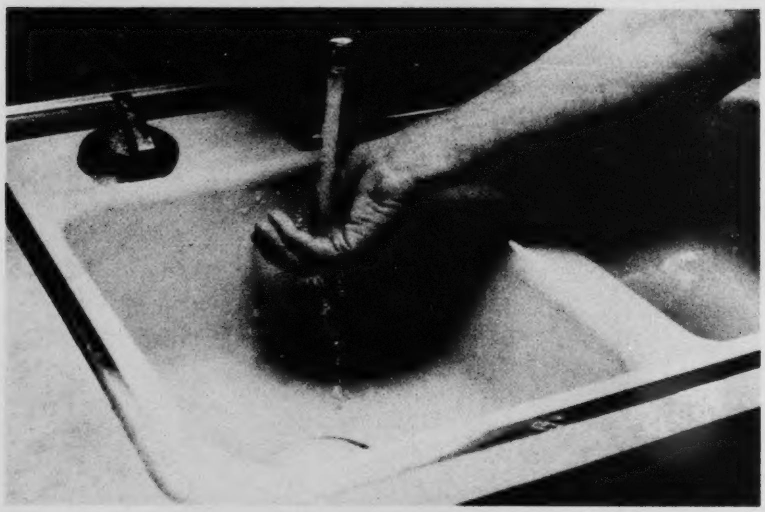
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 137



K. Rinse sink or dishpan with clean water (Figure 138)

FIGURE 138

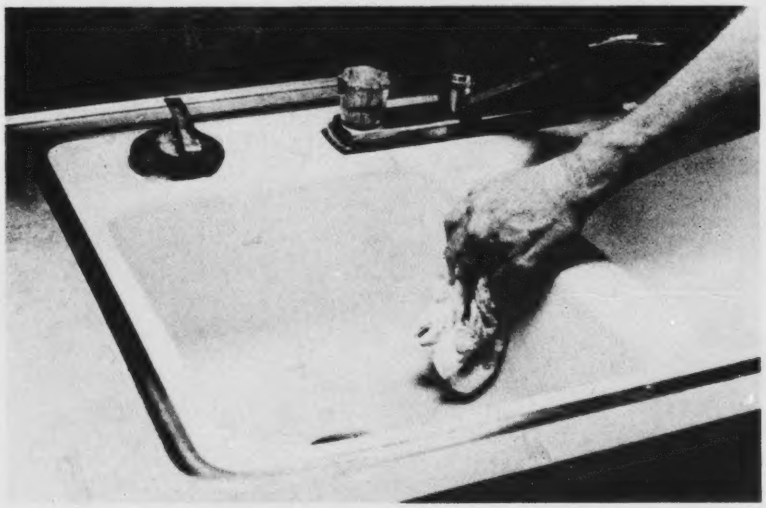


JOB SHEET #3

L. Dry and polish with clean kitchen towel (Figure 139)

(NOTE: Stainless steel sinks must be towel dried to prevent water spotting.)

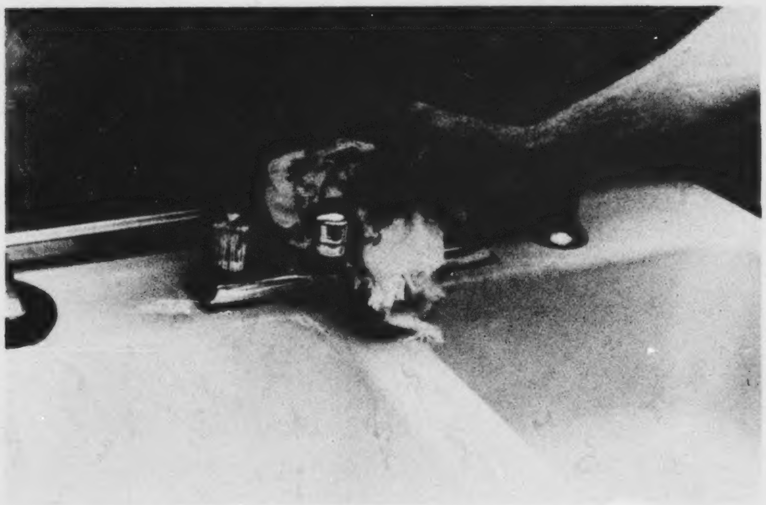
FIGURE 139



M. Dry and polish sink faucet and handles, removing water spots (Figure 140)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or a mild acid solution manufactured for cleaning purposes.)

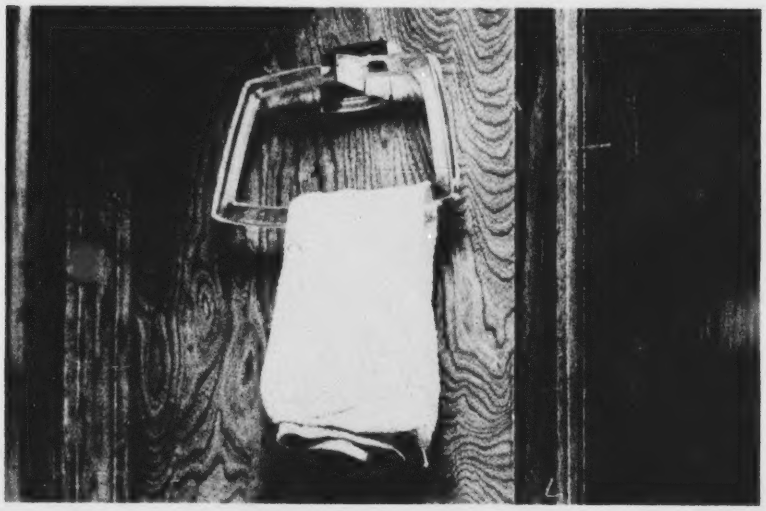
FIGURE 140



JOB SHEET #3

N. Rinse out dishcloth and washing cloth in clean water and hang to dry; hang up kitchen towel (Figure 141)

FIGURE 141



KITCHEN CLEANING
UNIT II

JOB SHEET #4--THOROUGHLY CLEAN AND DEFROST A CONVENTIONAL REFRIGERATOR/FREEZER

I. Equipment and supplies (Figure 142)

A. Conventional refrigerator/freezer

B. Dishcloth

C. Washing cloth

D. Kitchen towel

E. Baking soda

F. Dishpan or pail

G. Liquid furniture polish (optional)

H. Plastic bag (optional)

I. Saucepans, 2

J. Potholders

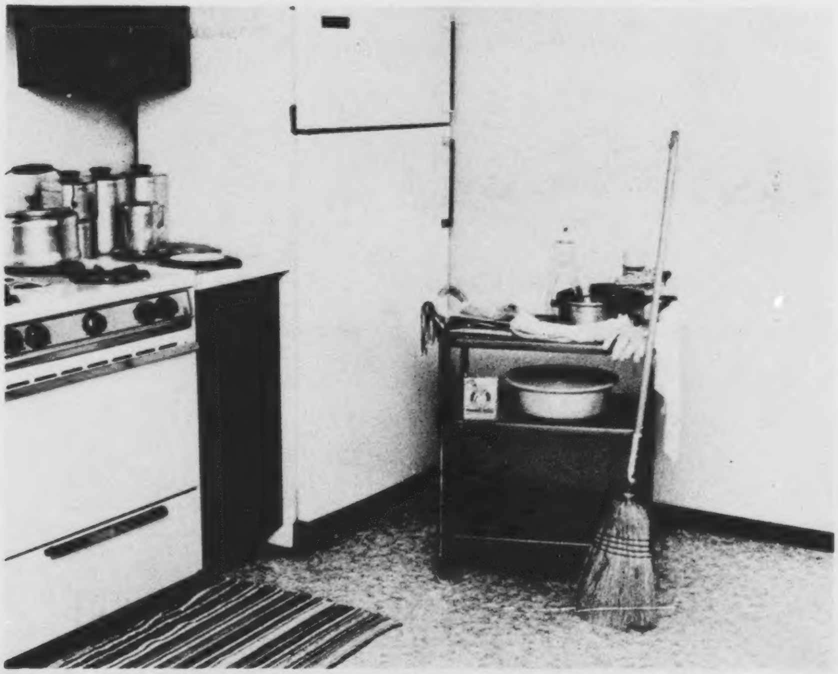
K. Rubber gloves

L. Newspapers

M. Vacuum

N. Dishwashing detergent

FIGURE 142

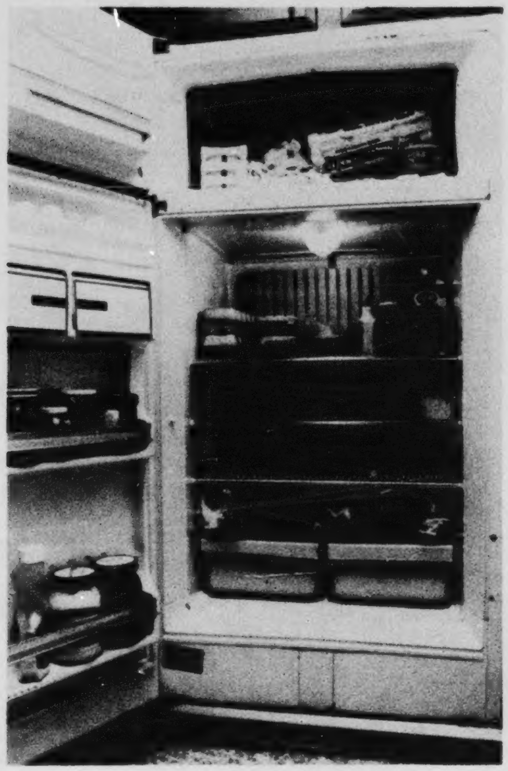


JOB SHEET #4

II. Procedure

A. Open refrigerator and freezer doors (Figure 143)

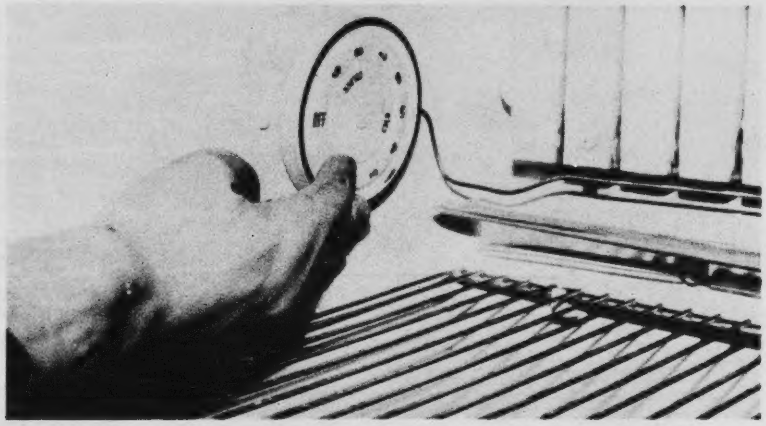
FIGURE 143



B. Turn temperature control to defrost or "off" position, or unplug unit from electrical source (Figure 144)

(NOTE: Check with supervisor for directions.)

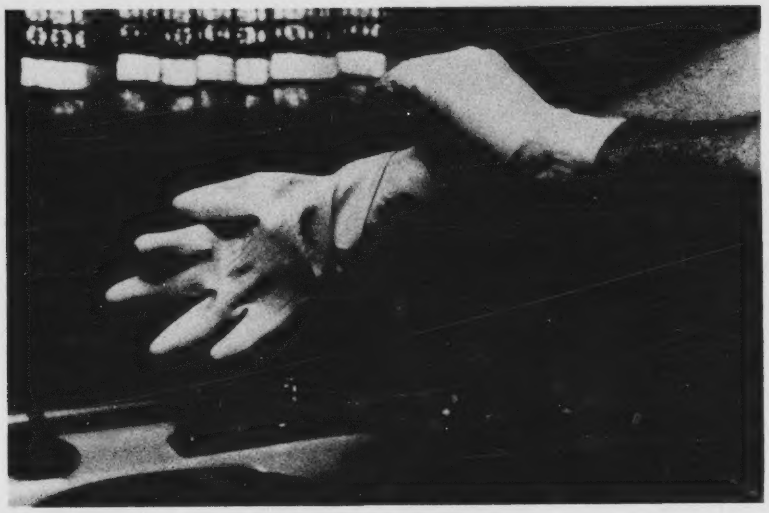
FIGURE 144



JOB SHEET #4

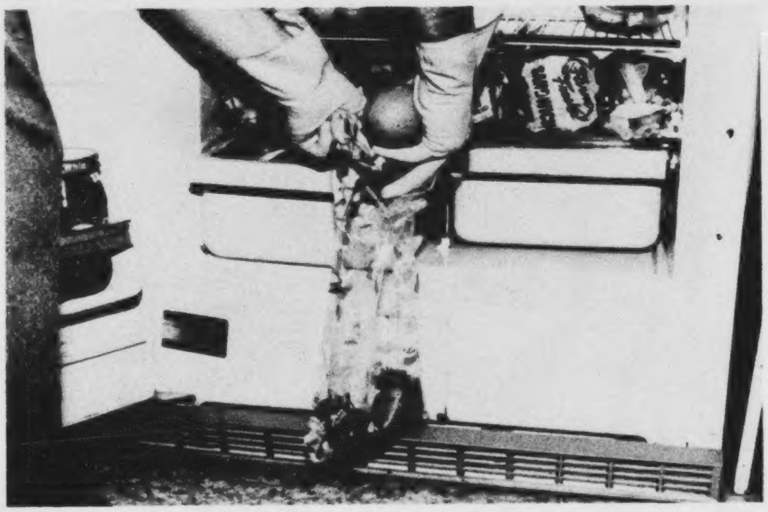
C. Put on rubber gloves (Figure 145)

FIGURE 145



D. Remove fruits and vegetables and place in plastic bag or suitable container (Figure 146)

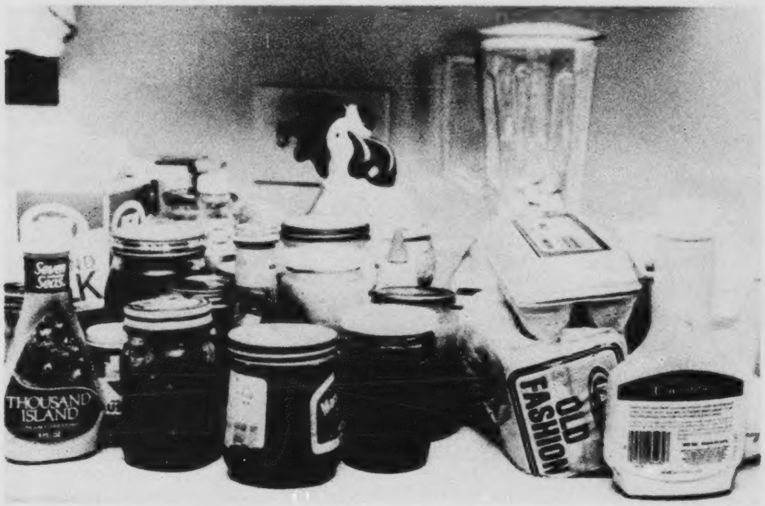
FIGURE 146



JOB SHEET #4

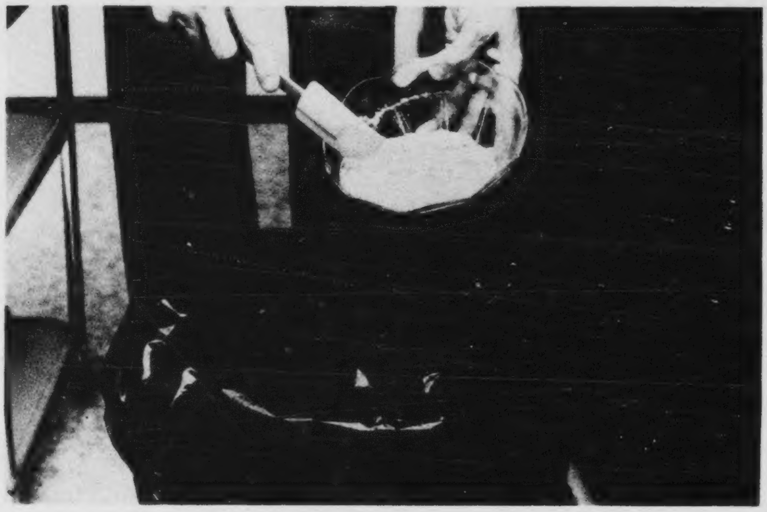
E. Remove containers, bottles, and jars from refrigerator compartment and place on counter (Figure 147)

FIGURE 147


Seven Seas
THOUSAND ISLAND
OLD FASHION

F. Check leftovers and food items for spoilage; throw away spoiled or old food (Figure 148)

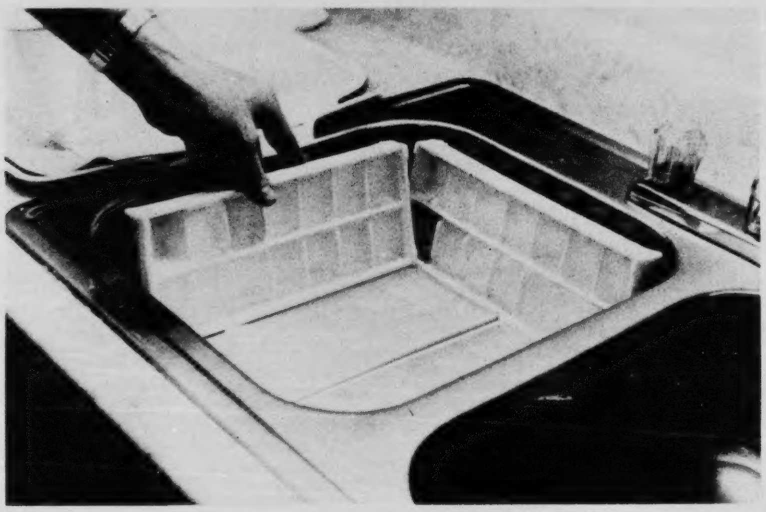
FIGURE 148



JOB SHEET #4

G. Remove ice trays and place in empty sink (Figure 149)

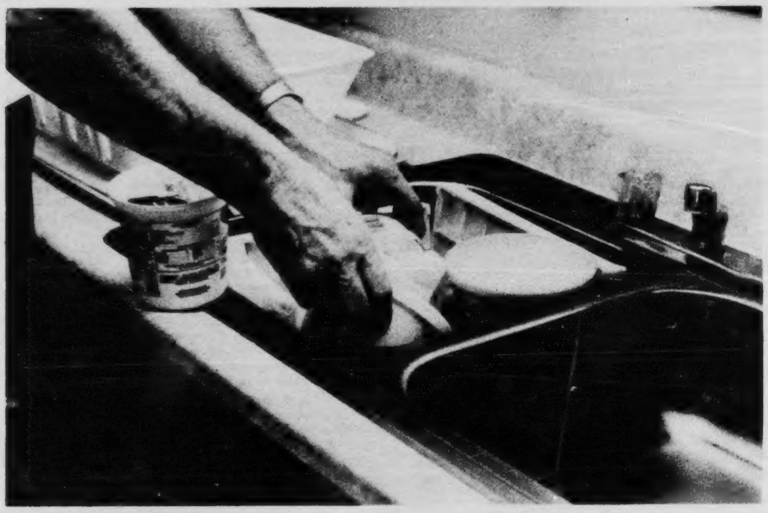
FIGURE 149



H. Remove frozen foods and place on top of ice trays in sink (Figure 150)

(NOTE: Frozen food may be put into ice chest or cooler for storage.)

FIGURE 150

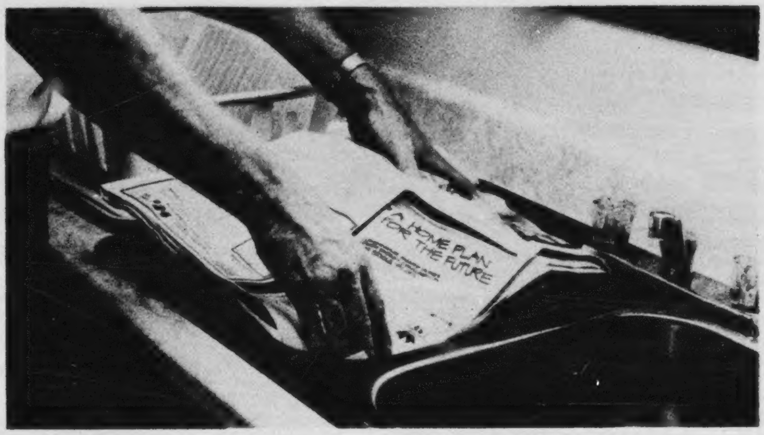


JOB SHEET #4

I. Place newspapers over frozen foods in sink (Figure 151)

(NOTE: If newspapers are not available, use kitchen or bath towel.)

FIGURE 151



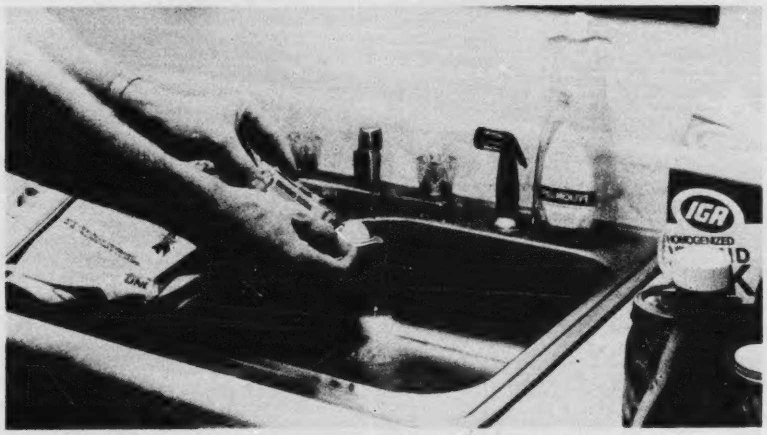
J. Fill other sink or a dishpan about half full with warm water and add baking soda (Figure 152)

EXAMPLE: 4 tablespoons baking soda per gallon of water

(NOTE: If refrigerator has bad odors, a solution of warm water and *either* white vinegar, household ammonia, *or* chlorine bleach may be used.)

(CAUTION: NEVER MIX CHLORINE BLEACH WITH AMMONIA OR ACIDS SUCH AS VINEGAR. MIXING CAN PRODUCE A TOXIC GAS WHICH MAY CAUSE DEATH.)

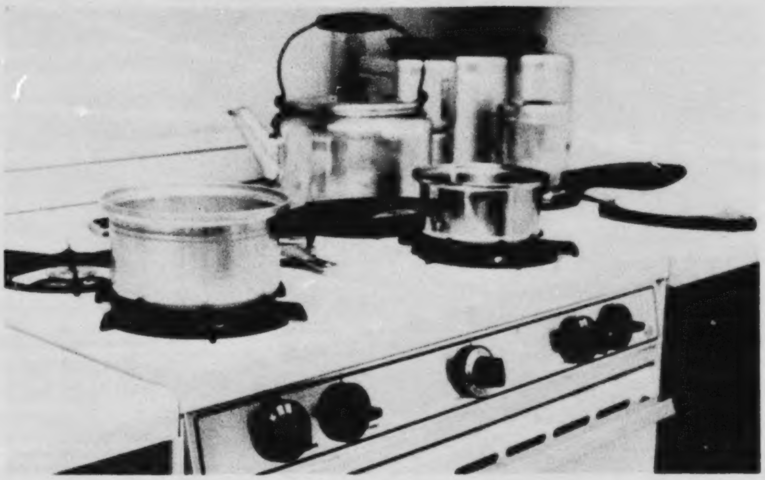
FIGURE 152



JOB SHEET #4

K. Fill two saucepans about three-fourths full with water and bring to a boil on range (Figure 153)

FIGURE 153

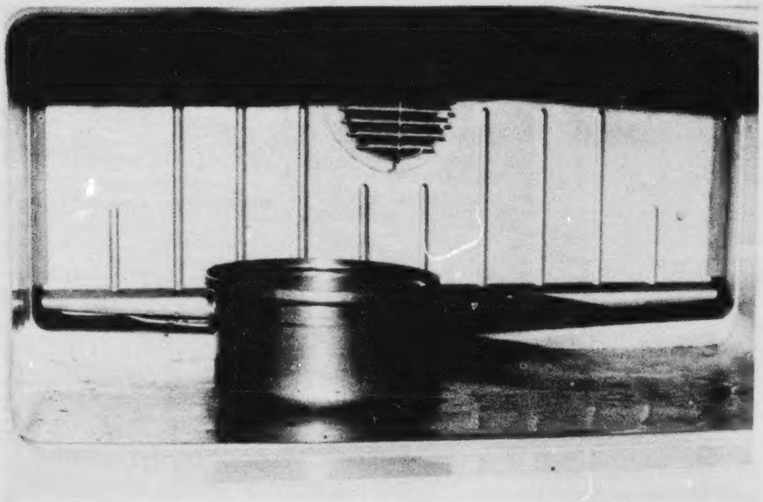


L. Place pans of hot water in freezer compartment to speed up defrosting (Figure 154)

(NOTE: Add water and reheat as needed.)

(CAUTION: USE POTHOLDER, AND HOLD PANS BY HANDLES TO AVOID BURNING YOURSELF.)

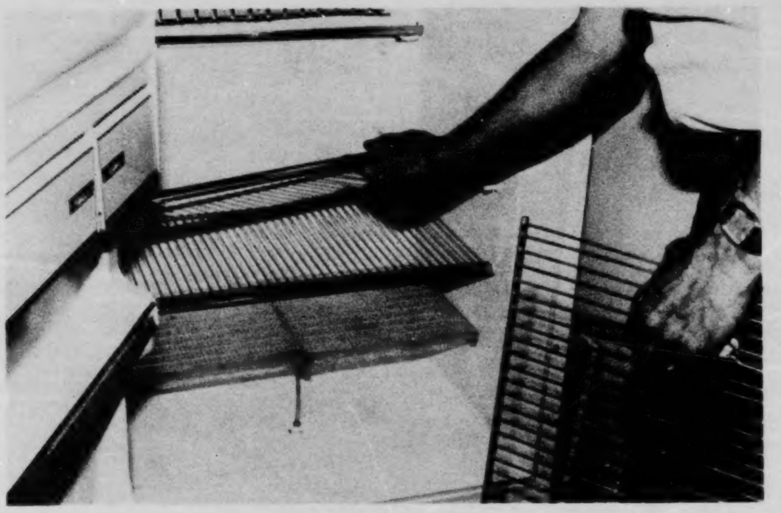
FIGURE 154



JOB SHEET #4

M. Remove shelves, meat crisper, and vegetable crisper (Figure 155)

FIGURE 155



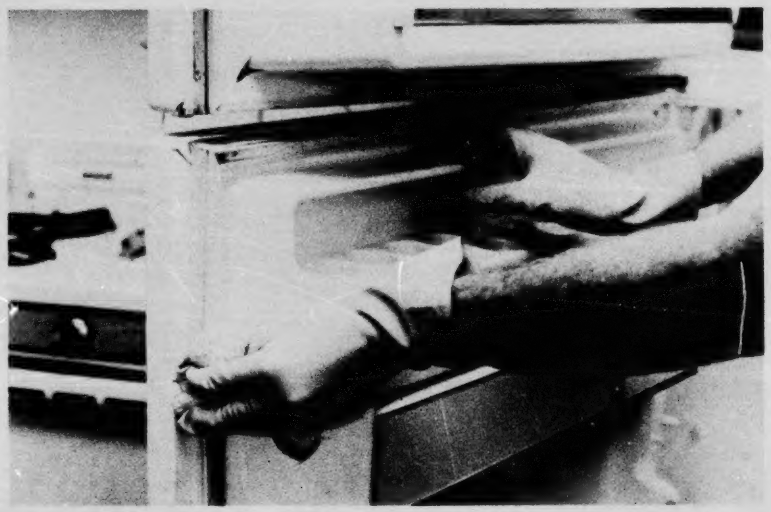
N. Line bottom of refrigerator with newspapers to absorb excess drainage (Figure 156)

FIGURE 156

JOB SHEET #4

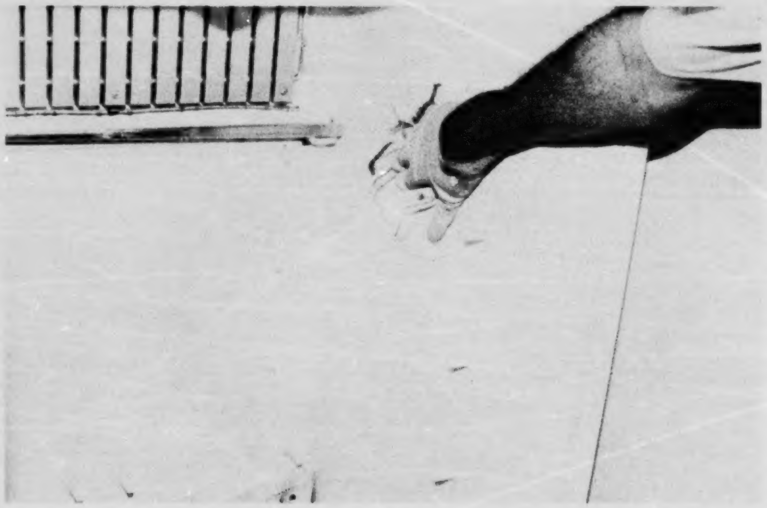
O. Wipe inside of refrigerator door and door gasket with dishcloth or washing cloth dipped in baking soda solution and wrung out damp (Figure 157)

FIGURE 157



P. Wipe inside refrigerator surfaces (top, sides, and special compartments) with dishcloth or washing cloth dipped in soda solution and wrung out damp (Figure 158)

FIGURE 158

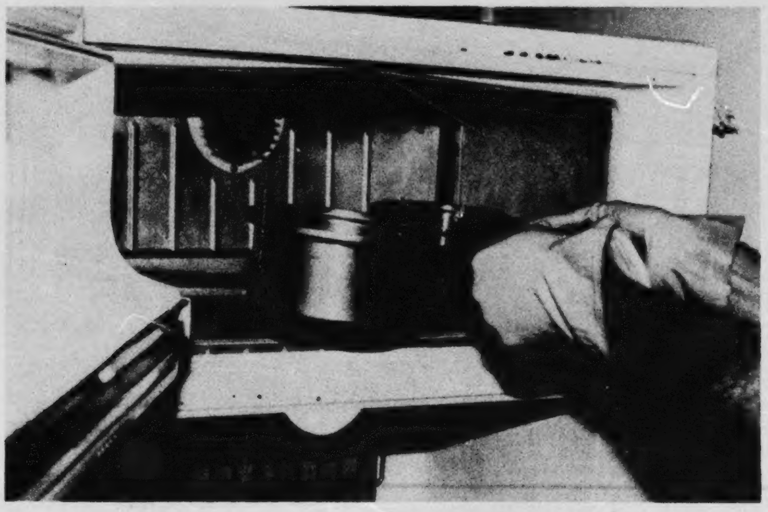


JOB SHEET #4

Q. Remove pans from freezer if freezer has defrosted (Figure 159)

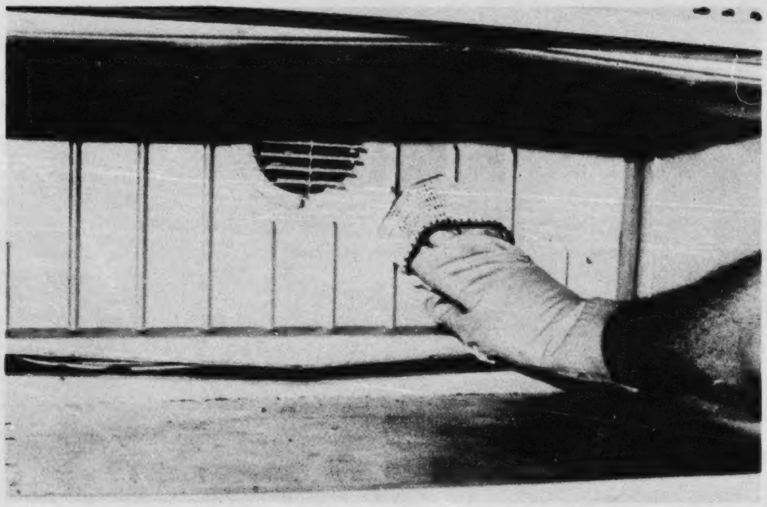
(CAUTION: DO NOT SCRAPE ICE FROM FREEZER WITH SHARP, METAL OBJECTS OR USE AN ICE PICK.)

FIGURE 159



R. Wipe inside of freezer compartment with dishcloth or washing cloth dipped in baking soda solution and wrung out damp (Figure 160)

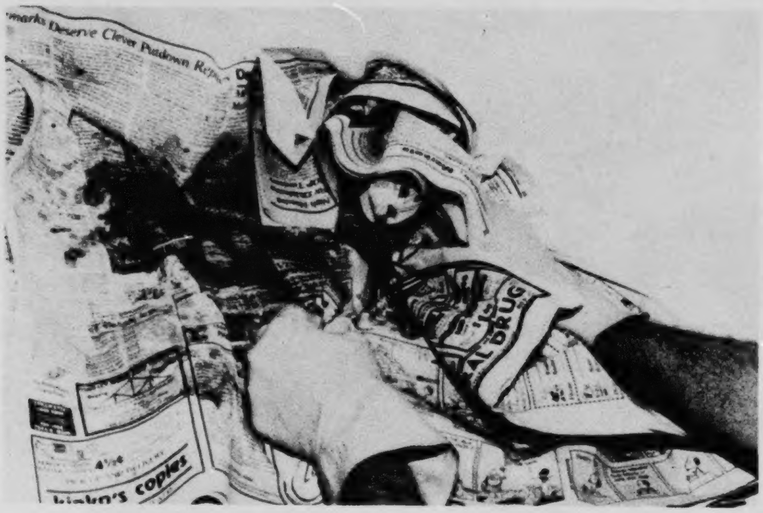
FIGURE 160



JOB SHEET #4

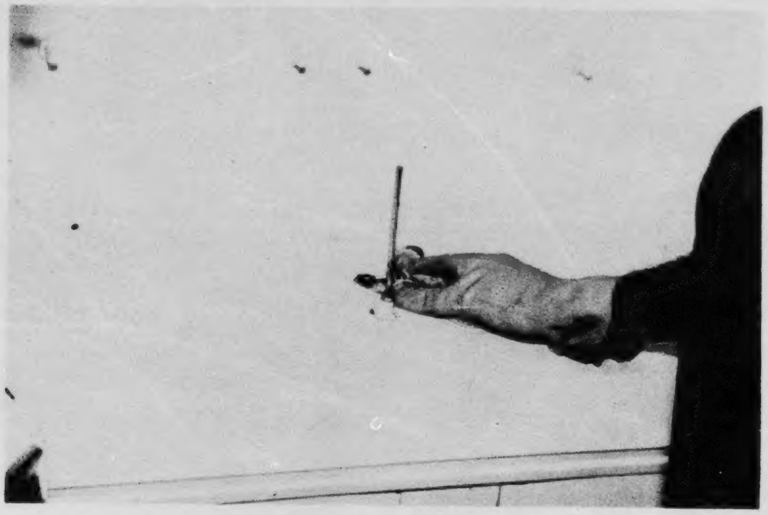
S. Remove wet newspaper from inside bottom of refrigerator and throw away (Figure 161)

FIGURE 161



T. Wipe inside bottom of refrigerator with dishcloth or washing cloth dipped in baking soda solution and wrung out damp (Figure 162)

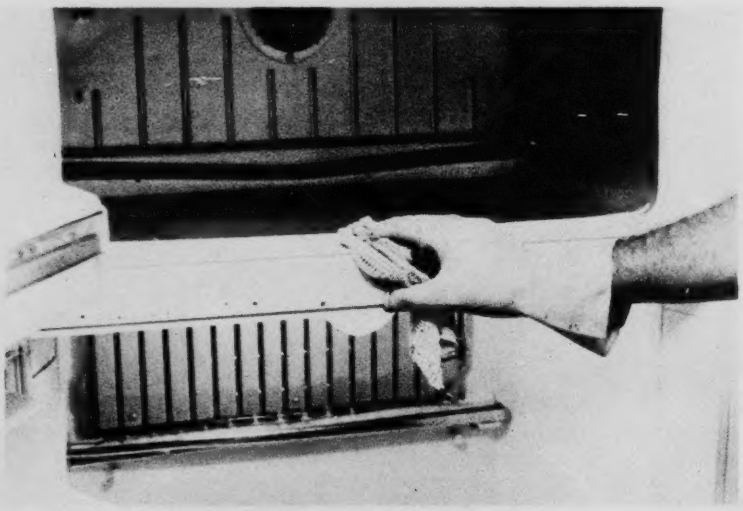
FIGURE 162



JOB SHEET #4

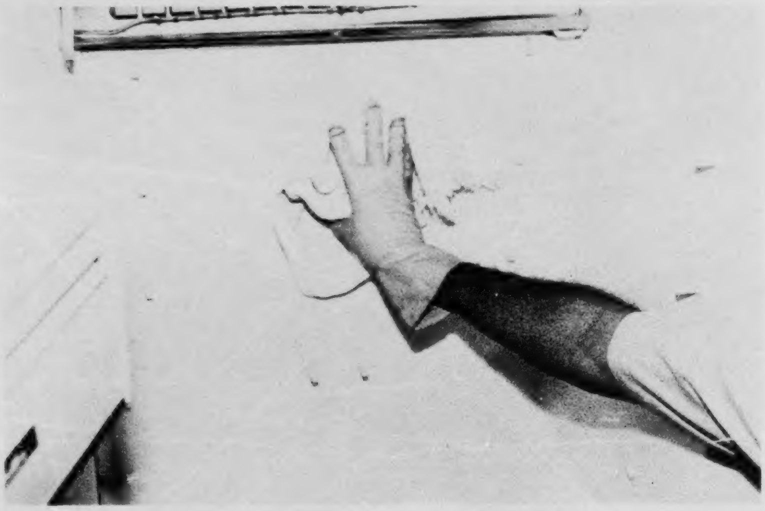
U. Rinse inside of refrigerator, freezer, and door with dishcloth or washing cloth rinsed in clean water and wrung out damp (Figure 163)

FIGURE 163



V. Dry inside of refrigerator, freezer compartment, and door with clean, dry kitchen towel (Figure 164)

FIGURE 164

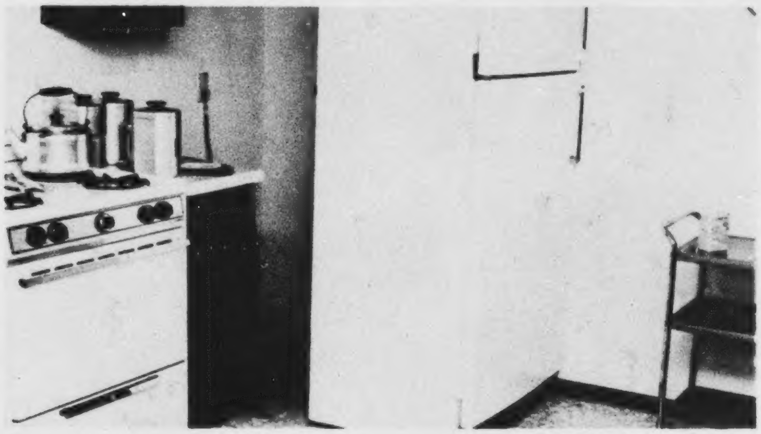


JOB SHEET #4

W. Pull refrigerator/freezer unit away from wall to gain access to condenser coil on back side (Figure 165)

(NOTE: This step may not be necessary in some of the newer models because the condenser coil is located behind the bottom front grill.)

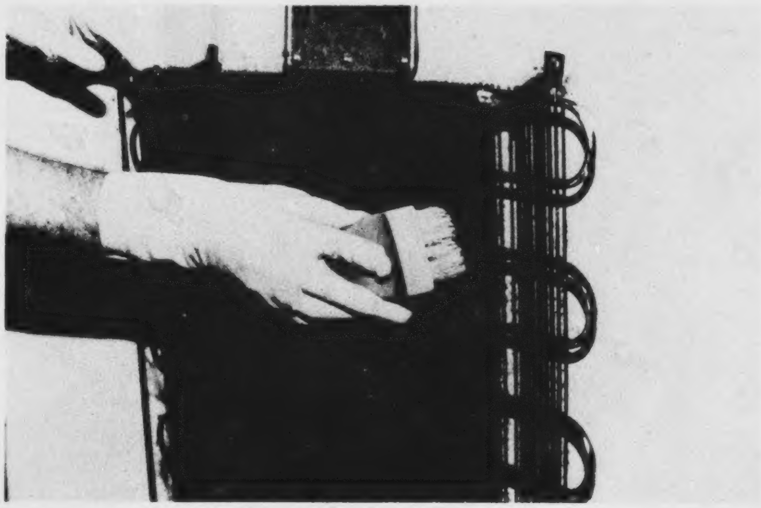
FIGURE 165



X. Vacuum or brush condenser coil, removing lint and dust (Figure 166)

(CAUTION: DO NOT BEND OR DAMAGE COOLING FINS.)

FIGURE 166

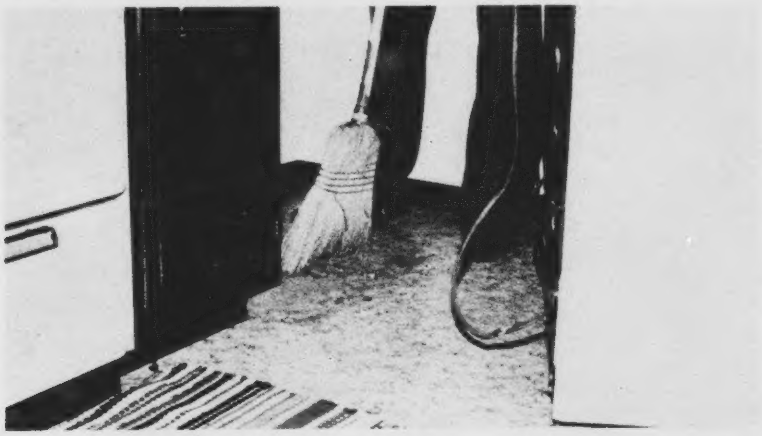


JOB SHEET #4

Y. Vacuum or sweep floor and wall area where unit sits (Figure 167)

(NOTE: This step need be done only if unit has been moved away from wall.)

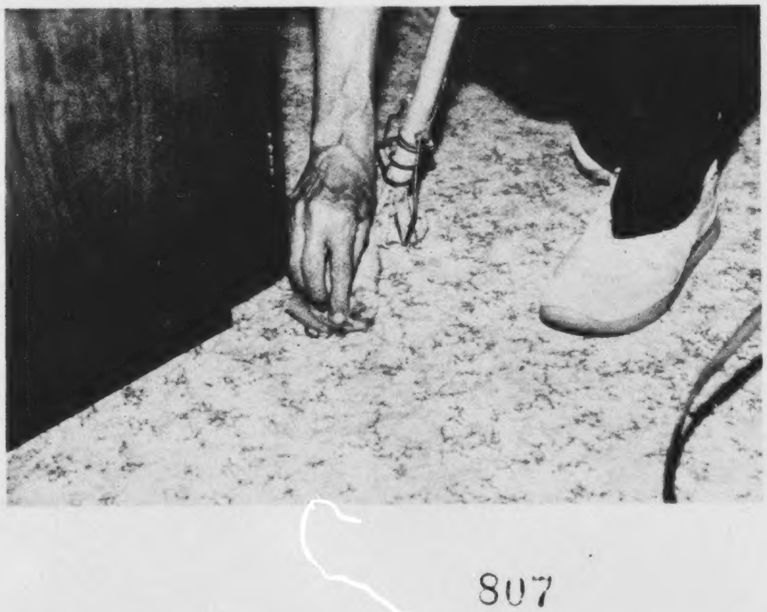
FIGURE 167



Z. Damp wipe floor and wall area with washing cloth dipped in cleaning solution and wrung out damp (Figure 168)

(NOTE: This step need be done only if Step Y above has been performed.)

FIGURE 168

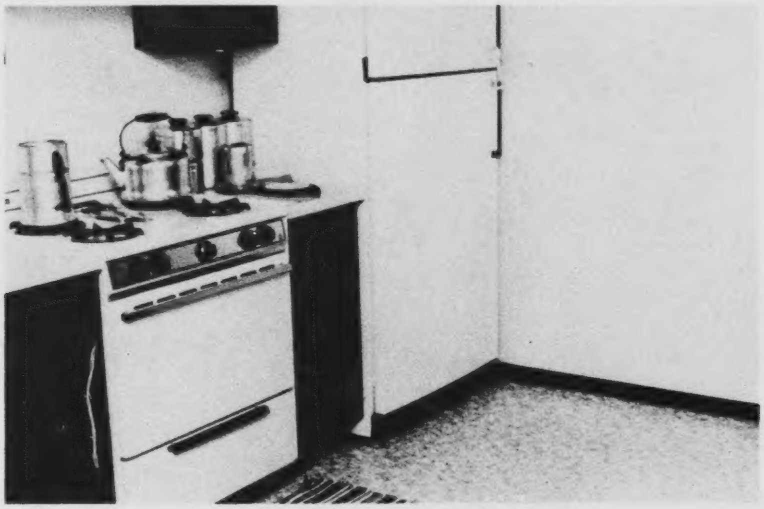


JOB SHEET #4

AA. Return refrigerator/freezer to original position if necessary (Figure 169)

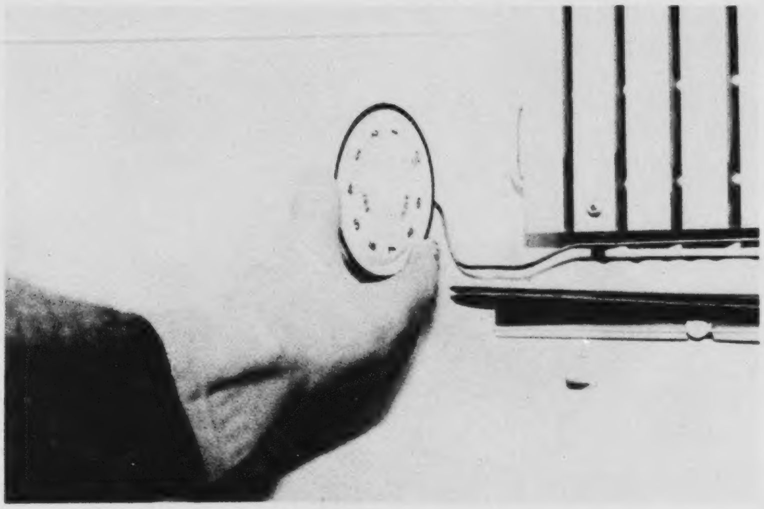
(NOTE: The electrical cord may need to be plugged in before unit is returned to original position.)

FIGURE 169



BB. Reset temperature controls or plug in unit (Figure 170)

FIGURE 170



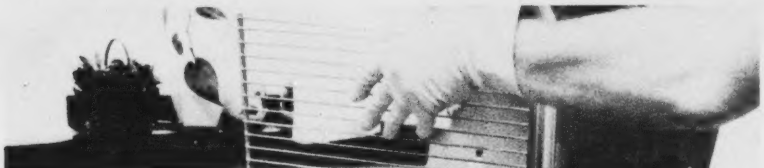
JOB SHEET #4

CC. Close freezer and refrigerator doors to allow unit to regain cool temperature (Figure 171)

FIGURE 171

DD. Wash shelves, crispers, and special trays in sink or dishpan using dishcloth (Figure 172)

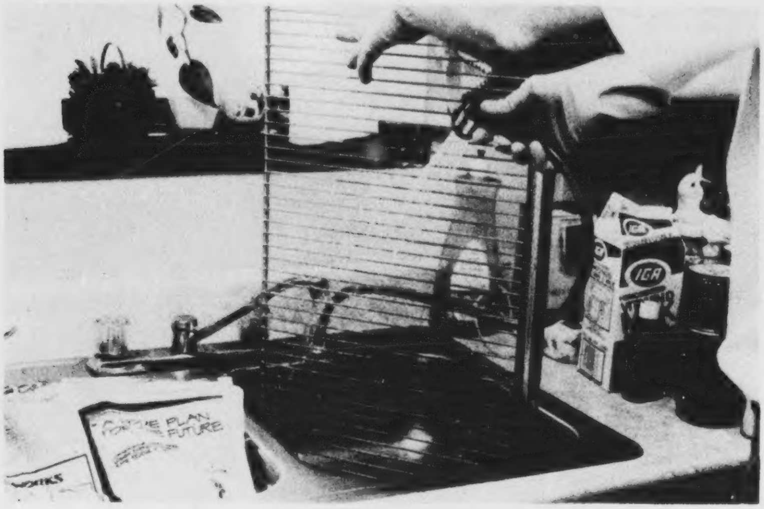
FIGURE 172



JOB SHEET #4

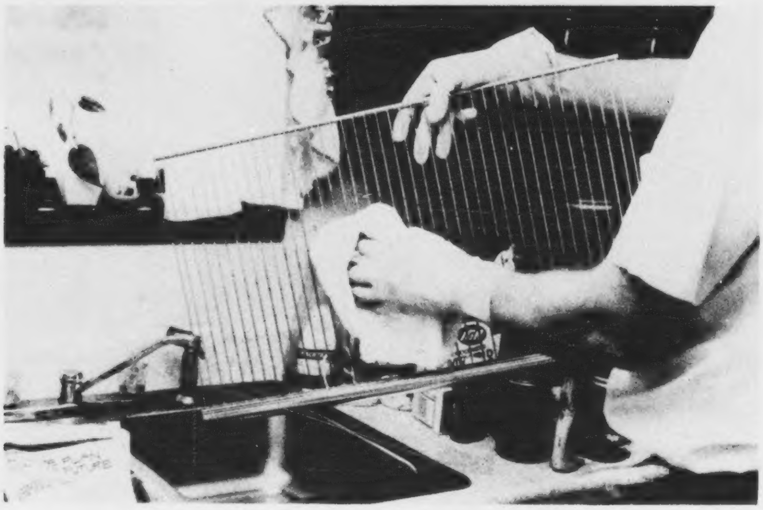
EE. Rinse with clean water (Figure 173)

FIGURE 173



FF. Dry with clean, dry kitchen towel (Figure 174)

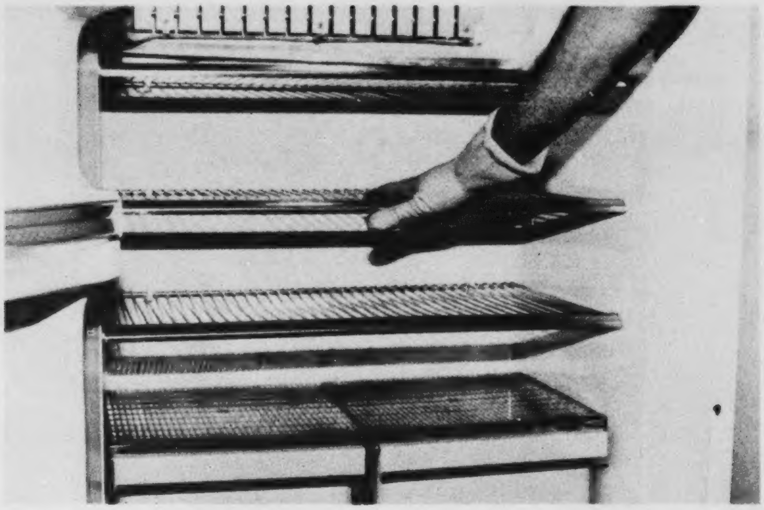
FIGURE 174



JOB SHEET #4

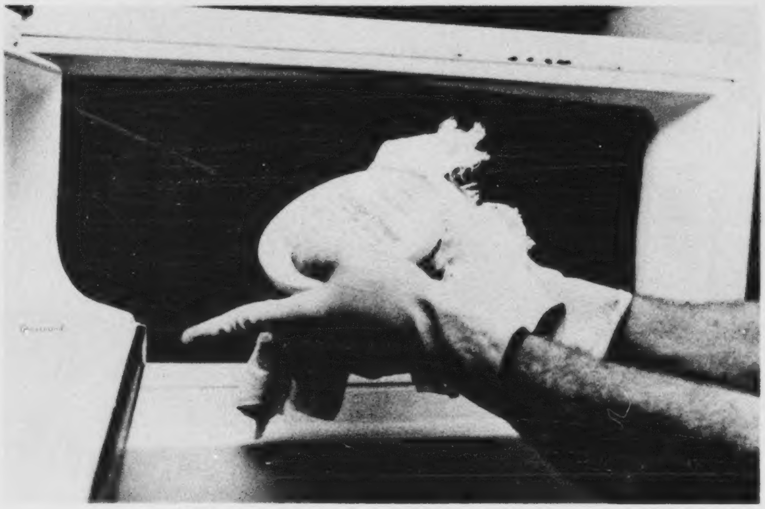
GG. Return shelves, crispers, and special trays to refrigerator (Figure 175)

FIGURE 175



HH. Wipe off *frozen* food with clean kitchen towel and return to freezer compartment (Figure 176)

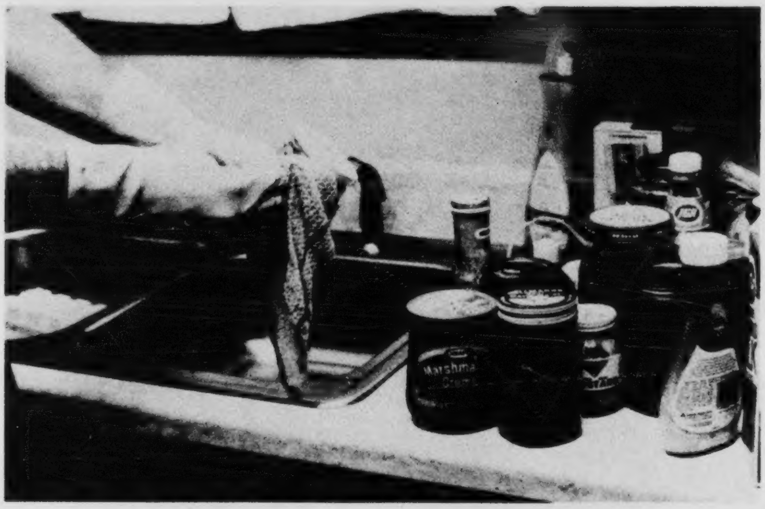
FIGURE 176



JOB SHEET #4

II. Wipe off food containers, jars, and bottles with damp dishcloth; dry with kitchen towel (Figure 177)

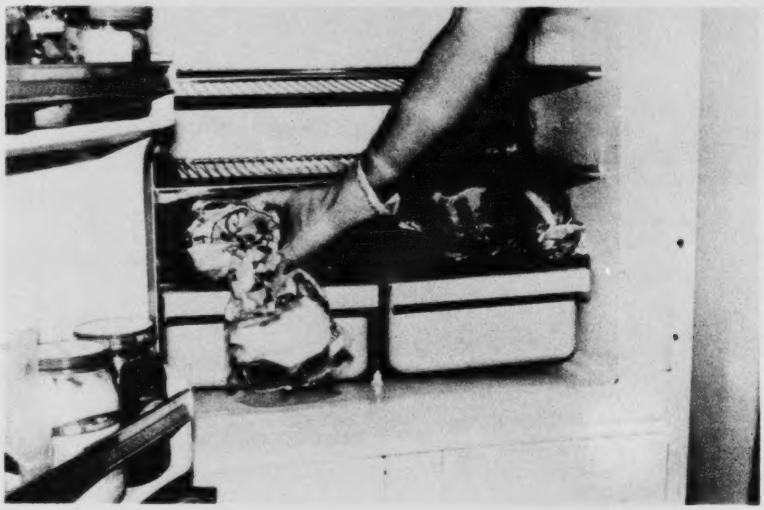
FIGURE 177



JJ. Return food containers, jars, and bottles to refrigerator (Figure 178)

(NOTE: Place an open box of baking soda in refrigerator compartment for odor control.)

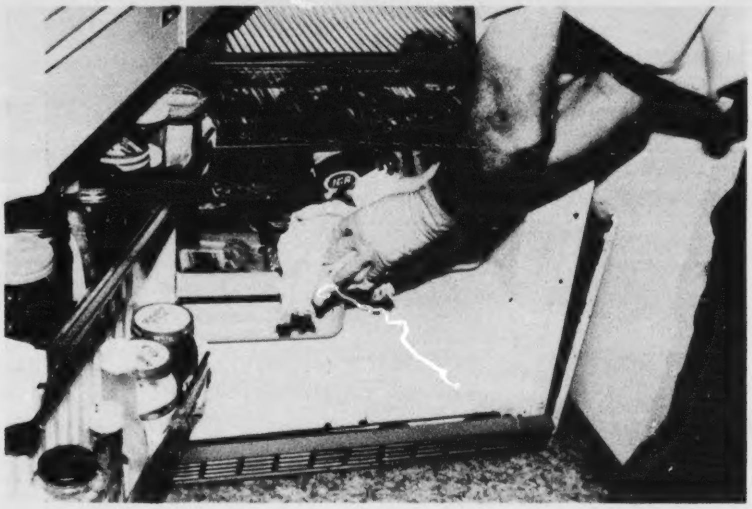
FIGURE 178



JOB SHEET #4

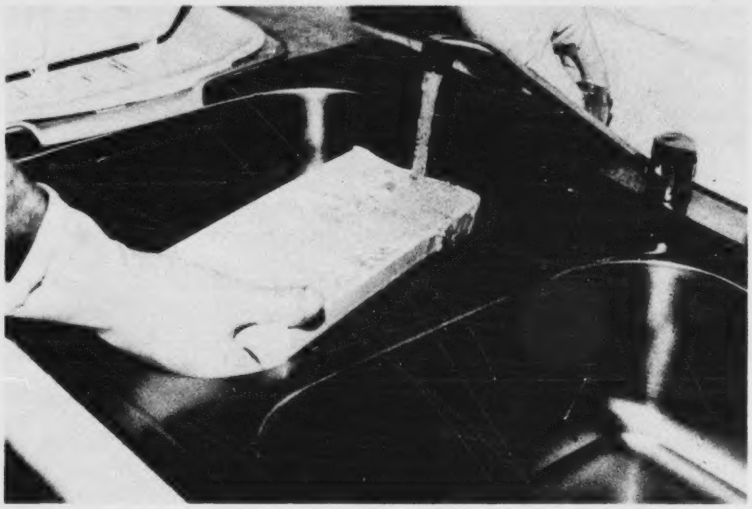
KK. Wipe off vegetables and wrapped meat with kitchen towel and return to crispers (Figure 179)

FIGURE 179



LL. Empty and rinse out ice trays with very hot water (Figure 180)

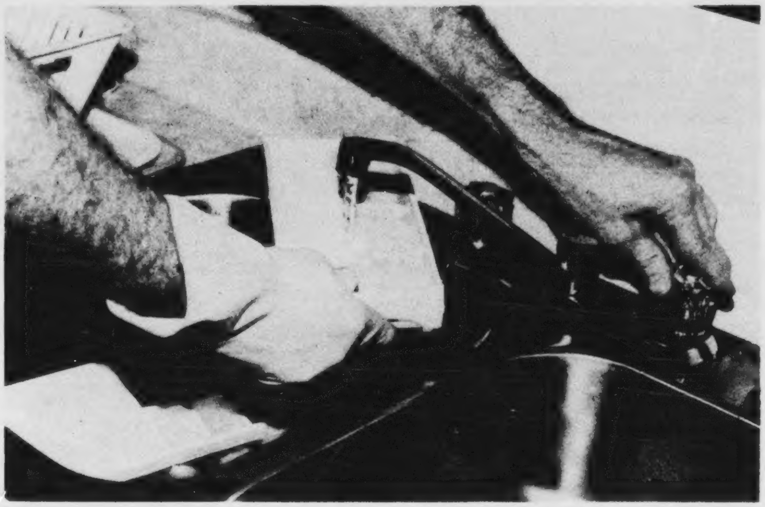
FIGURE 180



JOB SHEET #4

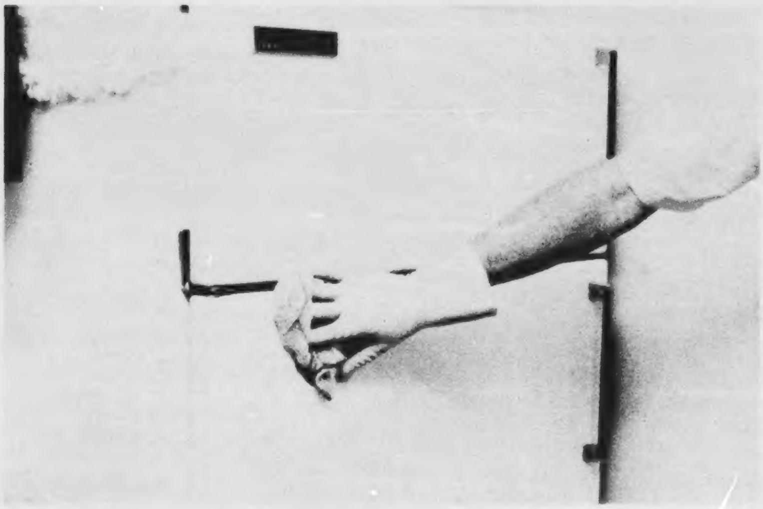
MM. Fill ice trays with cool water and return to freezer compartment (Figure 181)

FIGURE 181



NN. Wash outside of refrigerator with dishcloth or washing cloth dipped in dishwashing solution and wrung out (Figure 182)

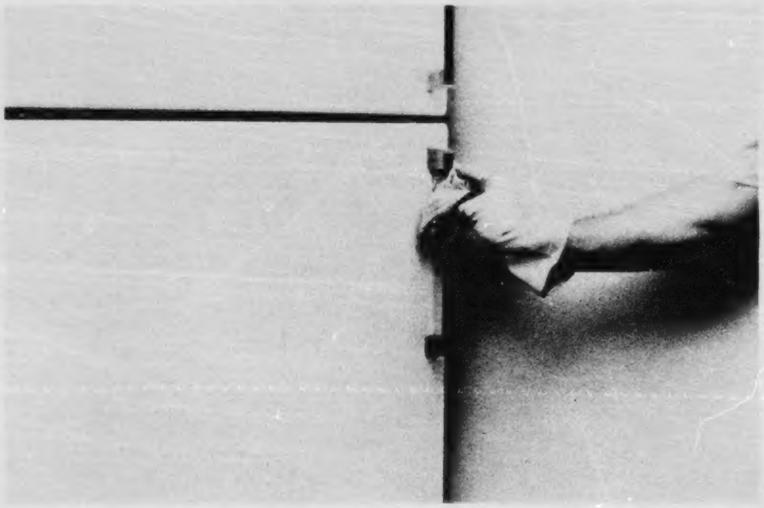
FIGURE 182



JOB SHEET #4

OO. Rinse outside of refrigerator with dishcloth or washing cloth dipped in clean water and wrung out damp (Figure 183)

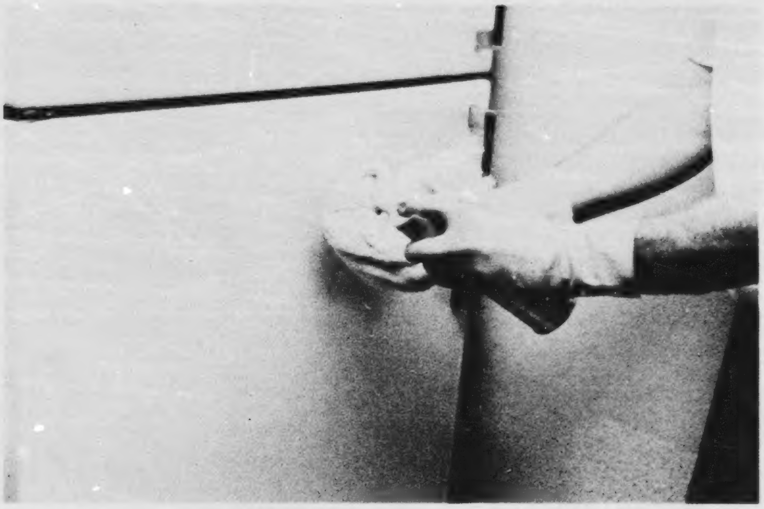
FIGURE 183



PP. Dry and polish outside of refrigerator with clean, dry kitchen towel (Figure 184)

(NOTE: The outside of the refrigerator may be polished periodically with a liquid appliance wax to improve appearance and make cleaning easier.)

FIGURE 184

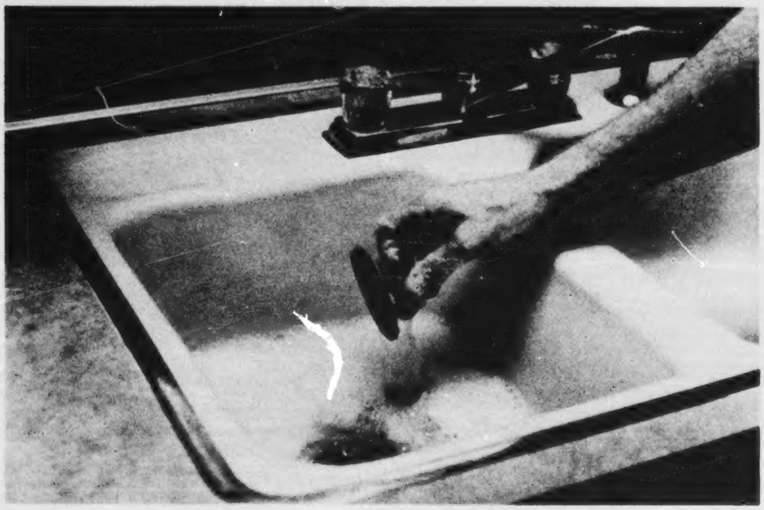


JOB SHEET #4

QQ. Drain sink or dishpan and clean (Figure 185)

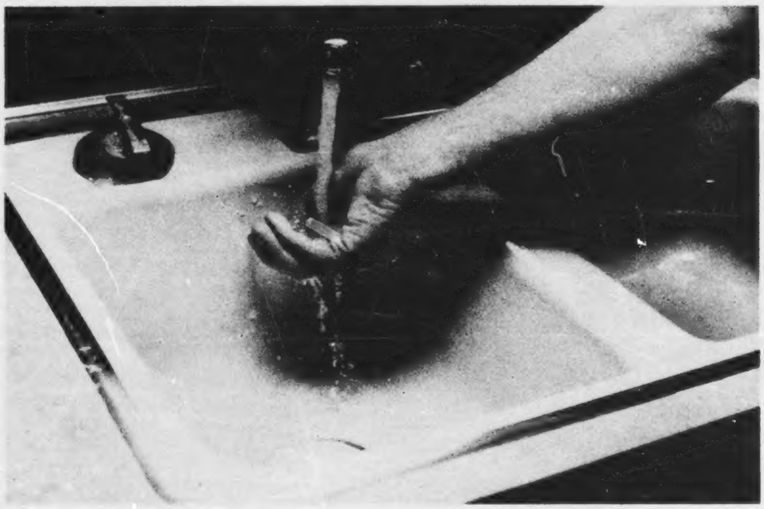
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 185



RR. Rinse sink or dishpan with clean water (Figure 186)

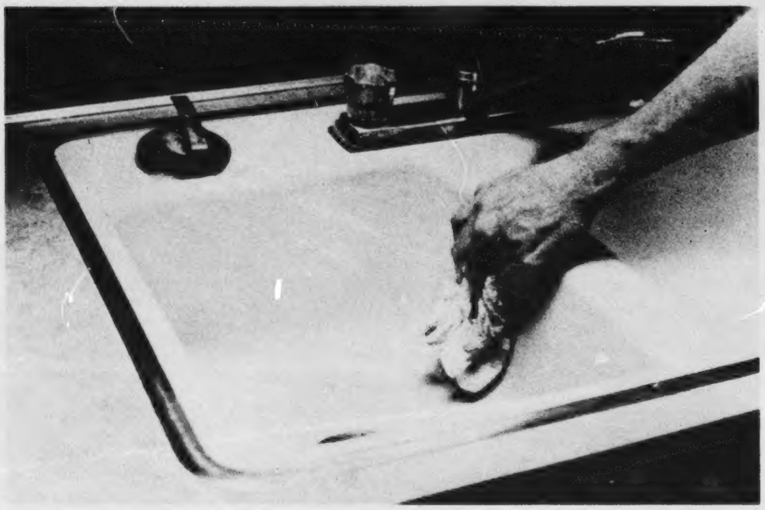
FIGURE 186



JOB SHEET #4

SS. Dry and polish with clean kitchen towel (Figure 187)

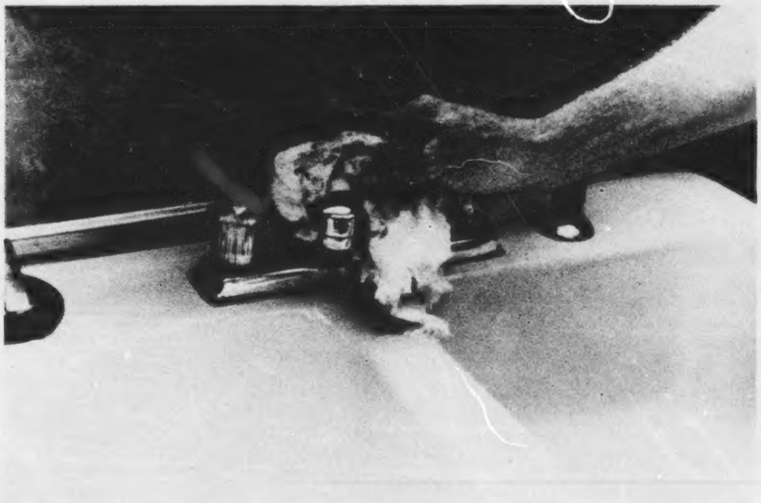
FIGURE 187



TT. Dry and polish sink faucet and handles, removing water spots (Figure 188)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or a mild acid solution manufactured for cleaning purposes.)

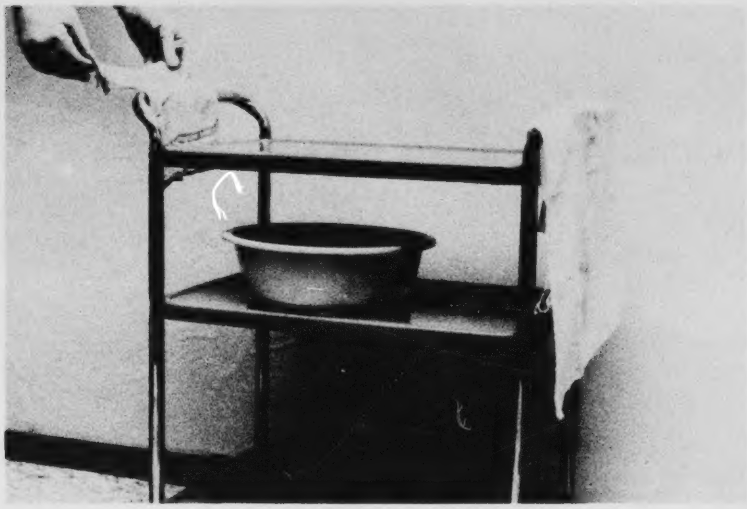
FIGURE 188



JOB SHEET #4

UU. Rinse washing cloth and dishcloth and hang to dry; hang up kitchen towel (Figure 189)

FIGURE 189



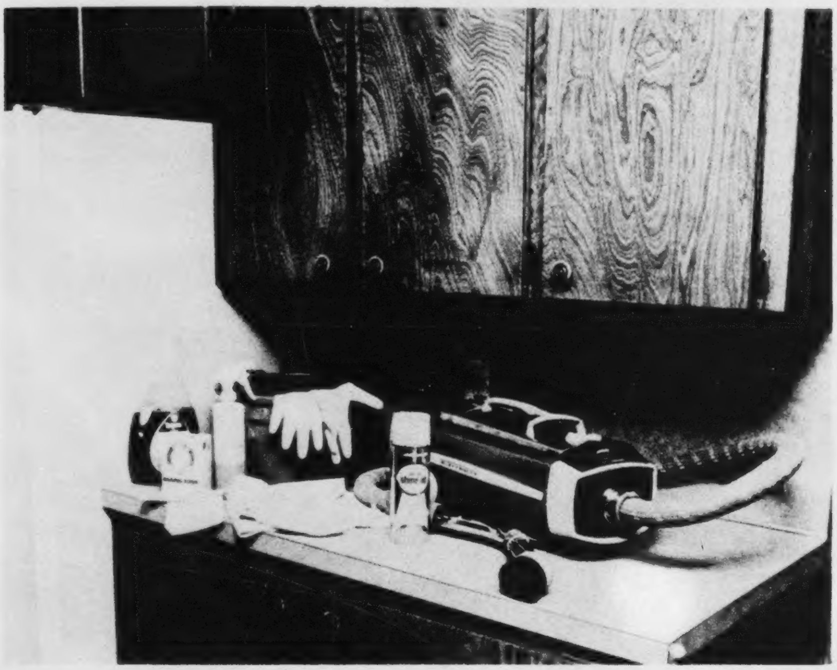
KITCHEN CLEANING
UNIT II

JOB SHEET #5--CLEAN A FROST-FREE REFRIGERATOR/FREEZER

I. Equipment and supplies (Figure 190)

- A. Frost-free refrigerator/freezer
- B. Dishcloth
- C. Washing cloth
- D. Kitchen towel
- E. Baking soda
- F. Dishpan or pail
- G. Liquid furniture polish (optional)
- H. Plastic bag
- I. Rubber gloves
- J. Dishwashing detergent
- K. Vacuum cleaner
- L. Brush (optional)

FIGURE 190



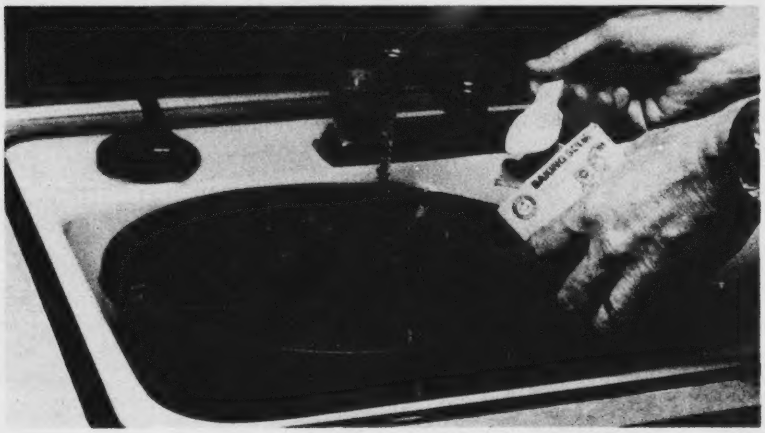
JOB SHEET #5

II. Procedure

A. Fill dishpan or pail about half full with warm water and add baking soda (Figure 191)

(NOTE: Add 1 tablespoon baking soda per each quart of water.)

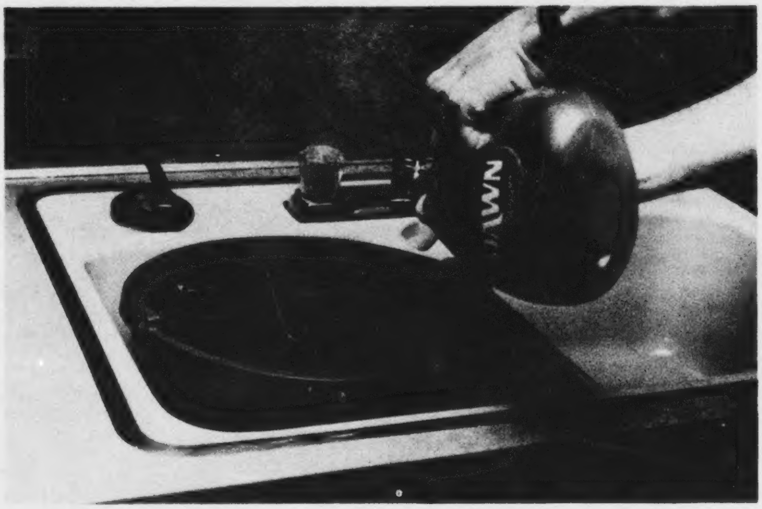
FIGURE 191



B. Fill sink or dishpan about half full with hot water and add dishwashing detergent (Figure 192)

(NOTE: Add one small squirt or about 1 teaspoon.)

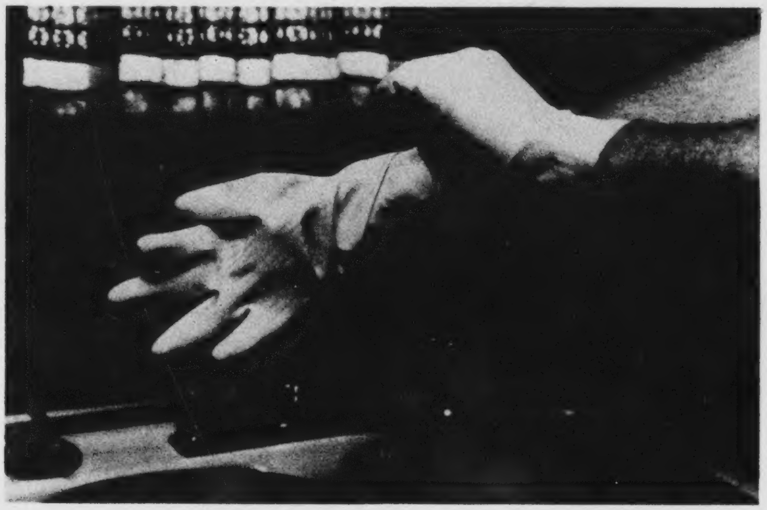
FIGURE 192



JOB SHEET #5

C. Put on rubber gloves (Figure 193)

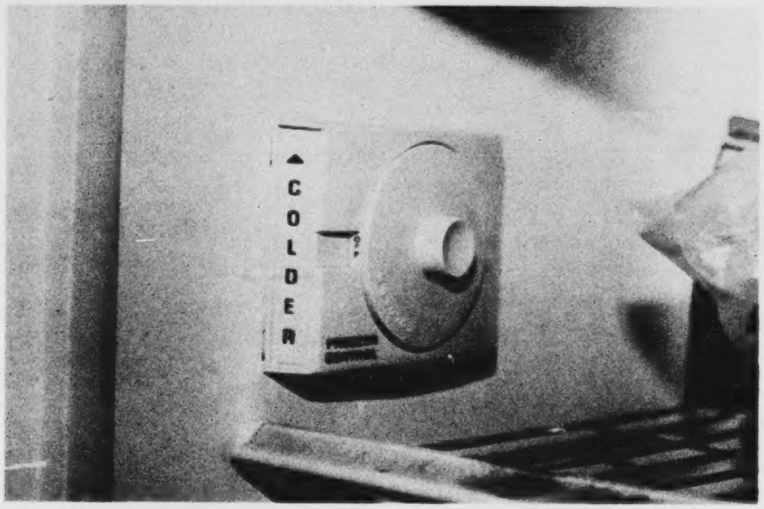
FIGURE 193



D. Turn unit temperature controls to "off" (Figure 194)

(NOTE: Leave freezer compartment door closed to preserve cold temperature.)

FIGURE 194

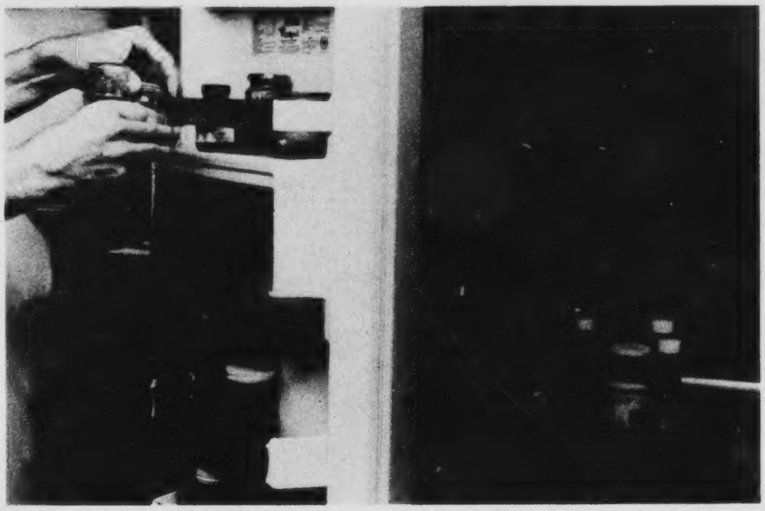


JOB SHEET #5

E. Remove food, food containers, bottles, and jars from door and refrigerator compartment; place on counter (Figure 195)

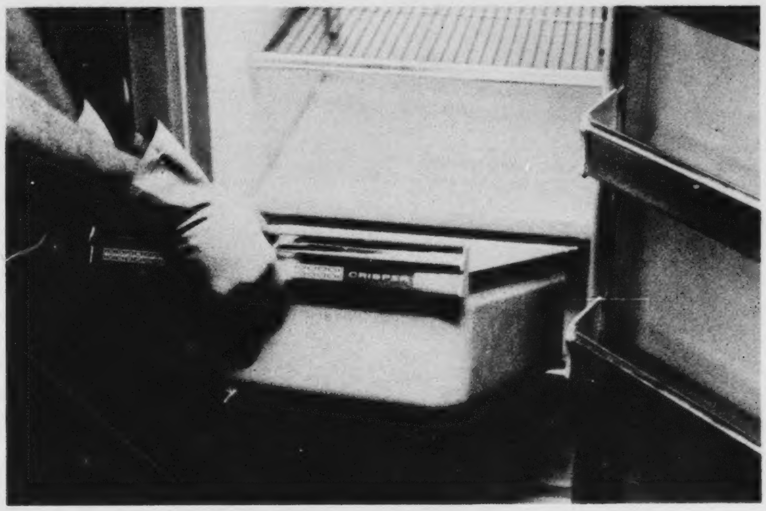
(NOTE: Throw away unusable leftovers and food.)

FIGURE 195



F. Remove lift-out shelves, trays, meat crisper, and vegetable crisper (Figure 196)

FIGURE 196

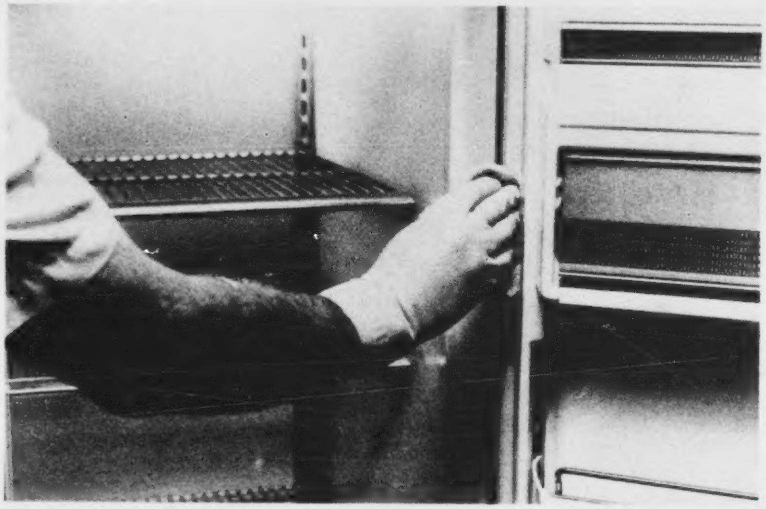


JOB SHEET #5

G. Damp wipe inside refrigerator door, door gasket, sealing surfaces, and any special compartments with washing cloth dipped in baking soda solution (Figure 197)

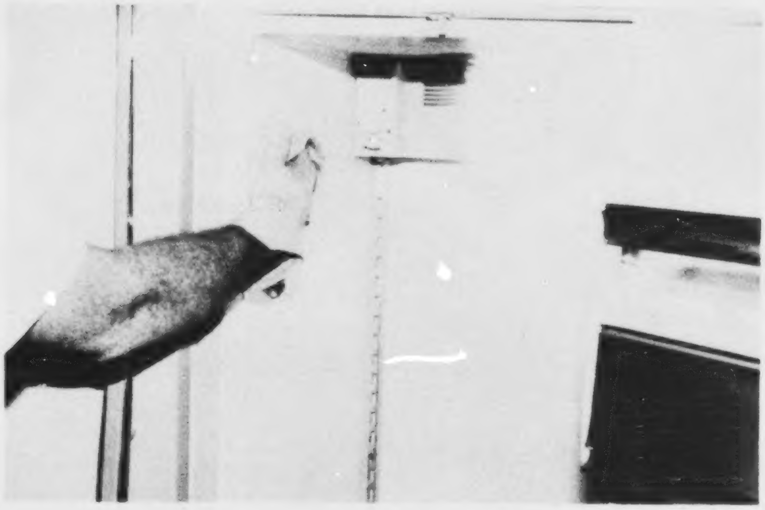
(NOTE: Rinse out washing cloth in soda solution as needed.)

FIGURE 197



H. Damp wipe inside of refrigerator with washing cloth dipped in baking soda solution (Figure 198)

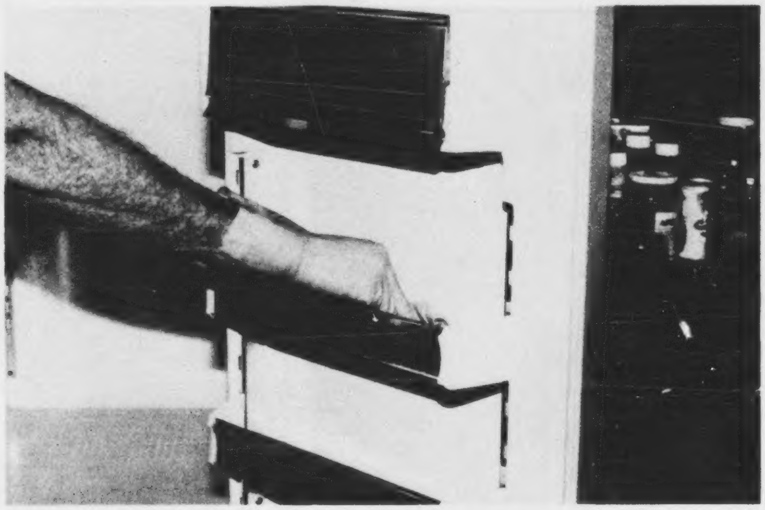
FIGURE 198



JOB SHEET #5

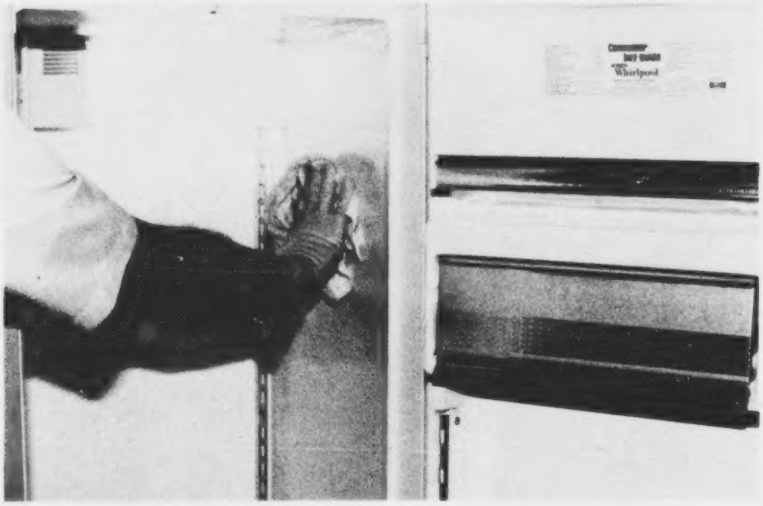
I. Rinse inside refrigerator compartment and door with washing cloth rinsed in clean, warm water (Figure 199)

FIGURE 199



J. Dry inside refrigerator compartment and door with clean, dry kitchen towel (Figure 200)

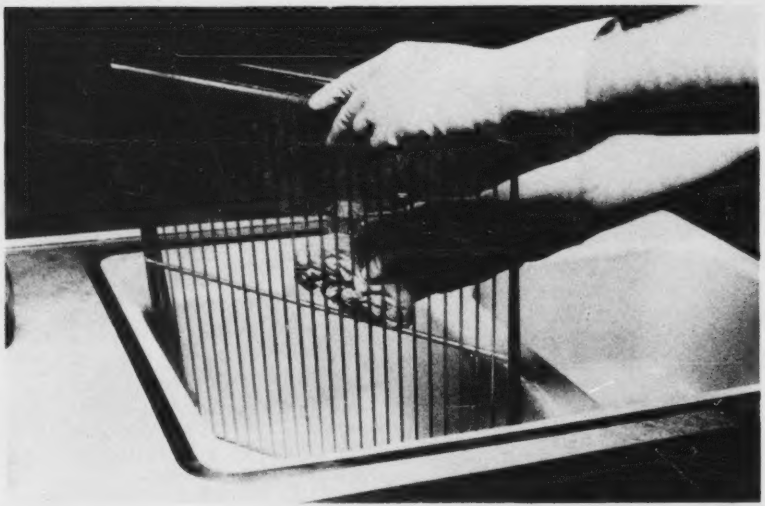
FIGURE 200



JOB SHEET #5

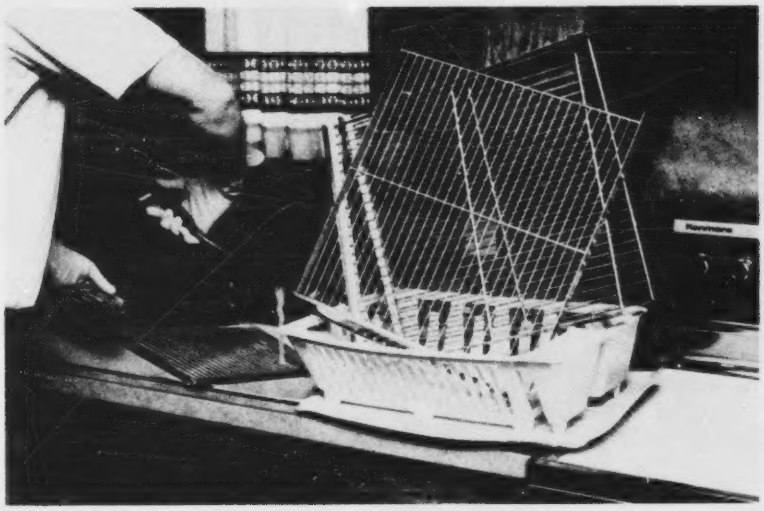
K. Wash shelves, crispers, and special trays at sink in the warm dishwashing detergent solution (Figure 201)

FIGURE 201



L. Rinse metal parts with hot rinse water and place in dish drainer (Figure 202)

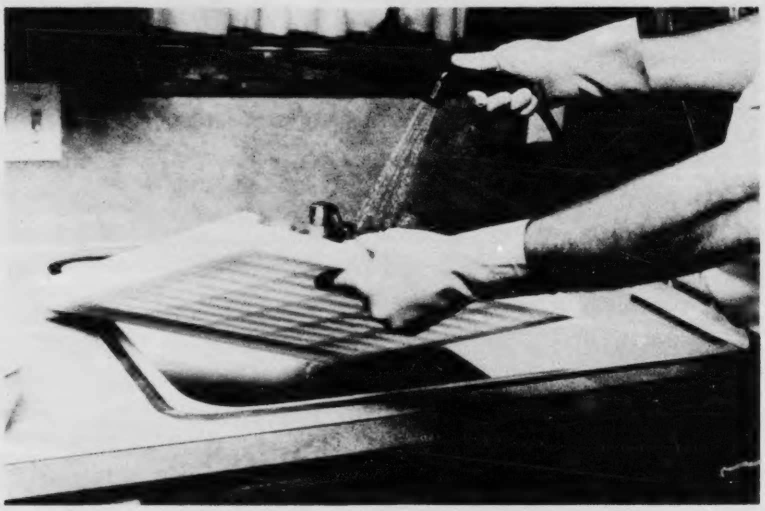
FIGURE 202



JOB SHEET #5

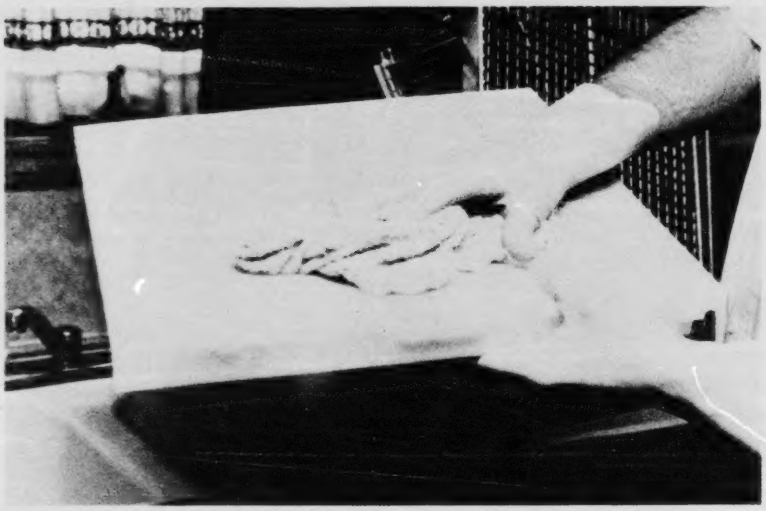
M. Rinse plastic parts in warm rinse water; then place in dish drainer (Figure 203)

FIGURE 203



N. Dry removable shelves, crispers, and special trays with clean, dry kitchen towel (Figure 204)

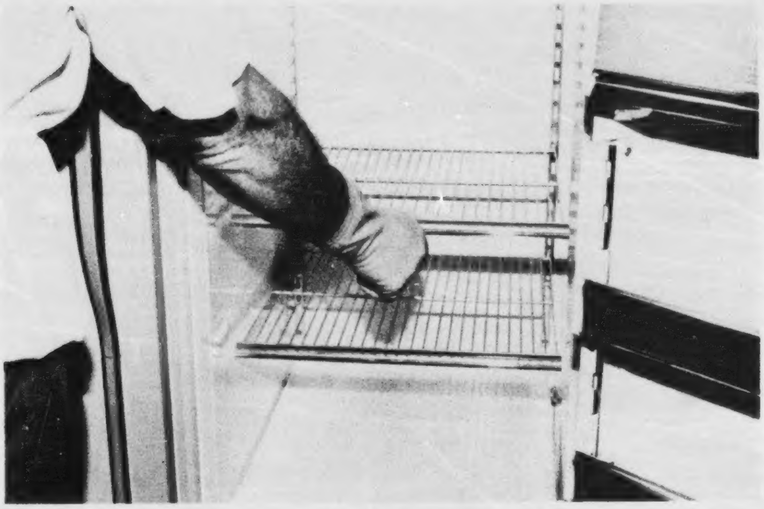
FIGURE 204



JOB SHEET #5

O. Return clean shelves, crispers, and special trays to refrigerator compartment (Figure 205)

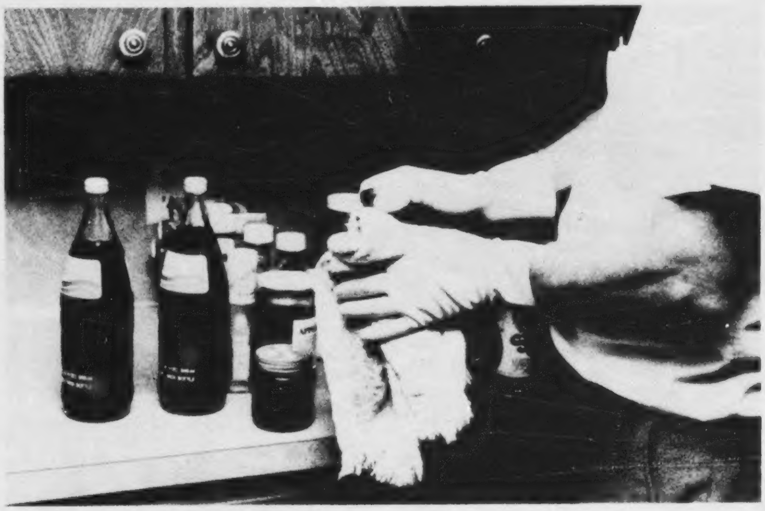
FIGURE 205



P. Wipe off food containers, jars, and bottles with damp washing cloth; dry with kitchen towel and return to refrigerator (Figure 206)

(NOTE: Place an open box of baking soda in refrigerator compartment for odor control.)

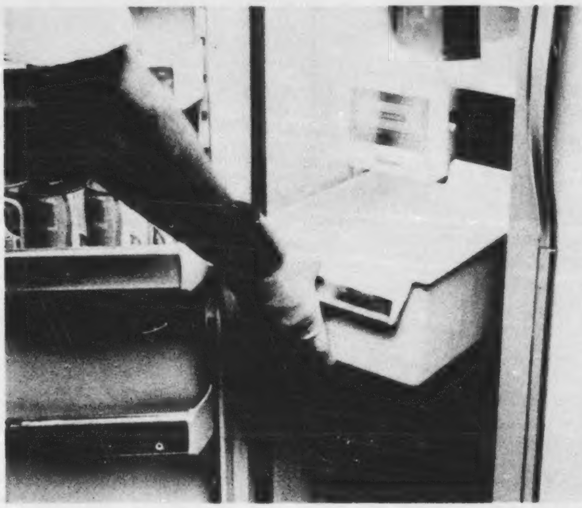
FIGURE 206



JOB SHEET #5

Q. Remove frozen food and ice trays or ice containers from freezer compartment and place in sink (Figure 207)

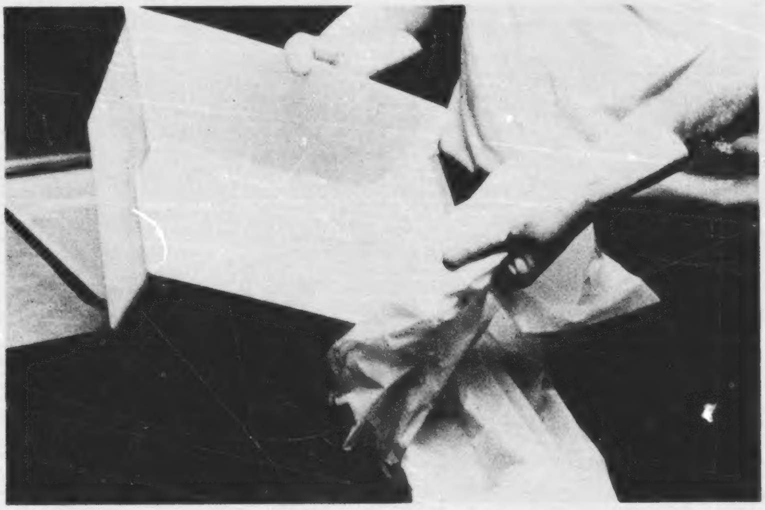
FIGURE 207



R. Empty ice from ice-maker container into plastic bag for storage (Figure 208)

(NOTE: If unit does not have an ice maker, this step may be omitted.)

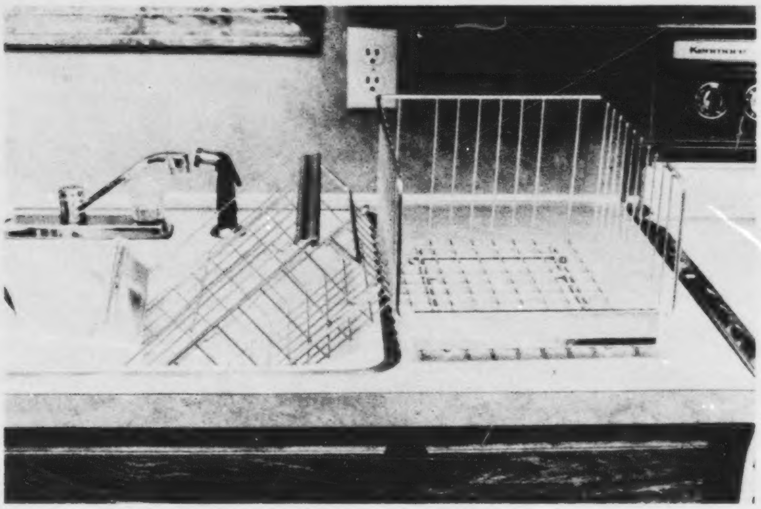
FIGURE 208



JOB SHEET #5

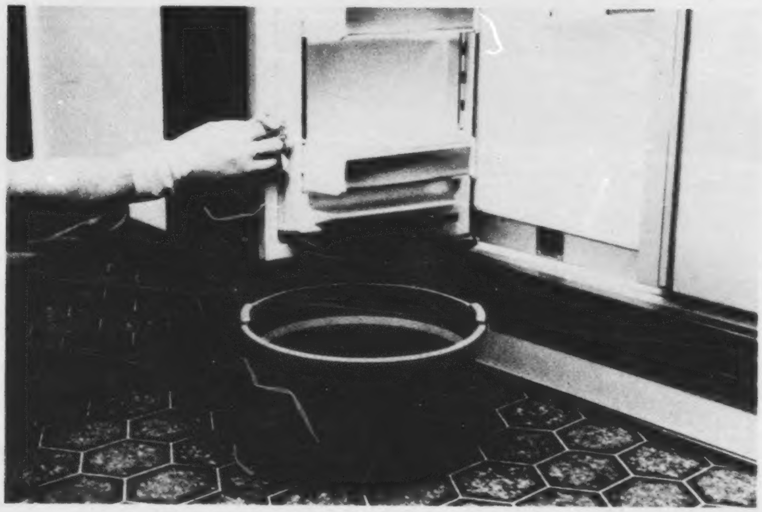
S. Remove lift-out shelves, trays, and baskets from freezer; place on counter or in sink to soak (Figure 209)

FIGURE 209



T. Damp wipe inside of freezer door with washing cloth dipped in baking soda solution (Figure 210)

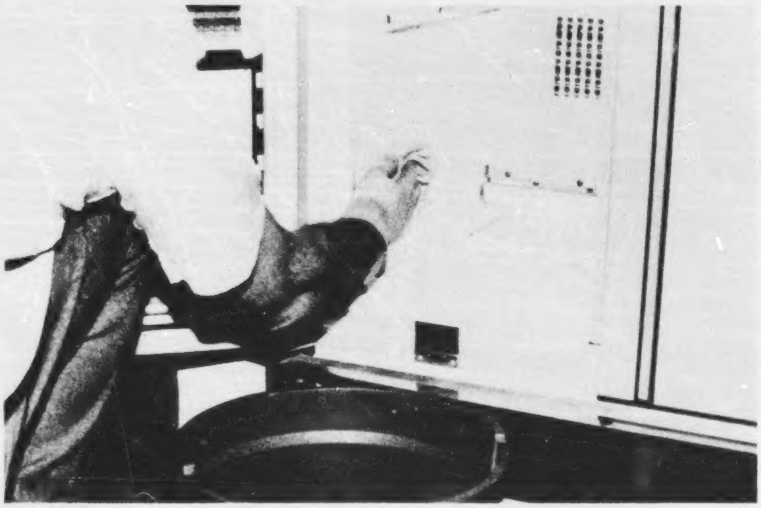
FIGURE 210



JOB SHEET #5

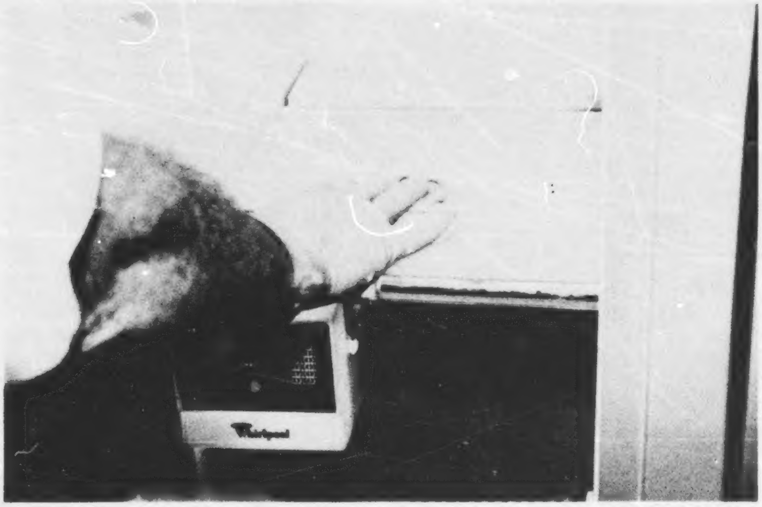
U. Damp wipe all inside surfaces of freezer compartment with washing cloth dipped in baking soda solution (Figure 211)

FIGURE 211



V. Rinse all inside surfaces of freezer compartment, freezer door, and any special compartments with washing cloth rinsed in clean, warm water (Figure 212)

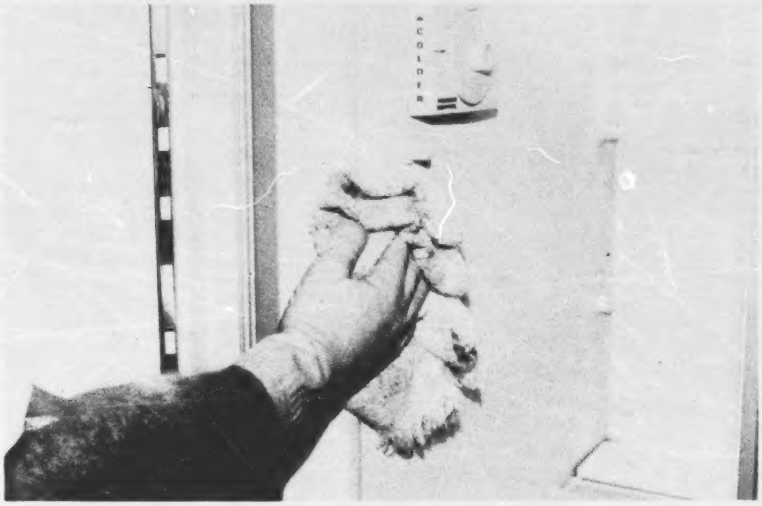
FIGURE 212



JOB SHEET #5

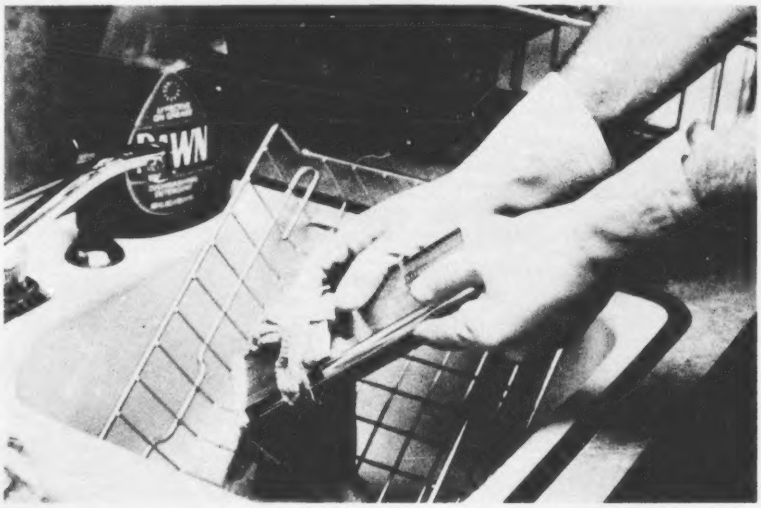
W. Dry inside surfaces of freezer compartment, freezer door, and any special compartments with a clean, dry kitchen towel (Figure 213)

FIGURE 213



X. Wash freezer shelves, trays, and baskets in sink with dishcloth and warm dishwashing detergent solution (Figure 214)

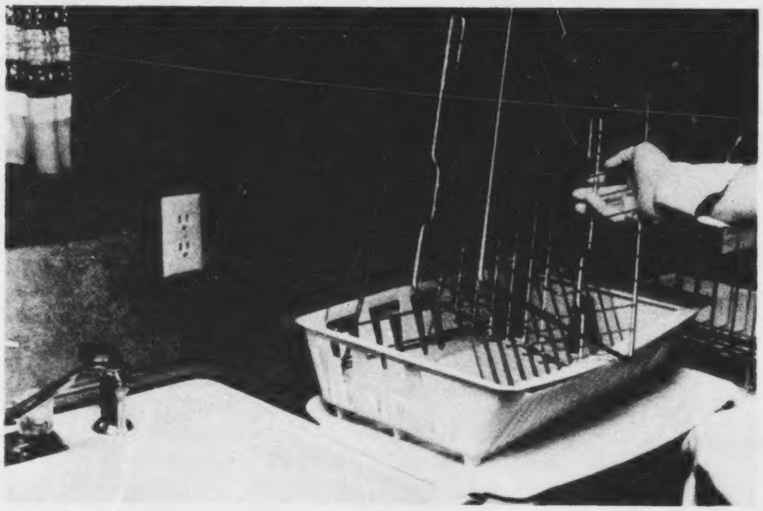
FIGURE 214



JOB SHEET #5

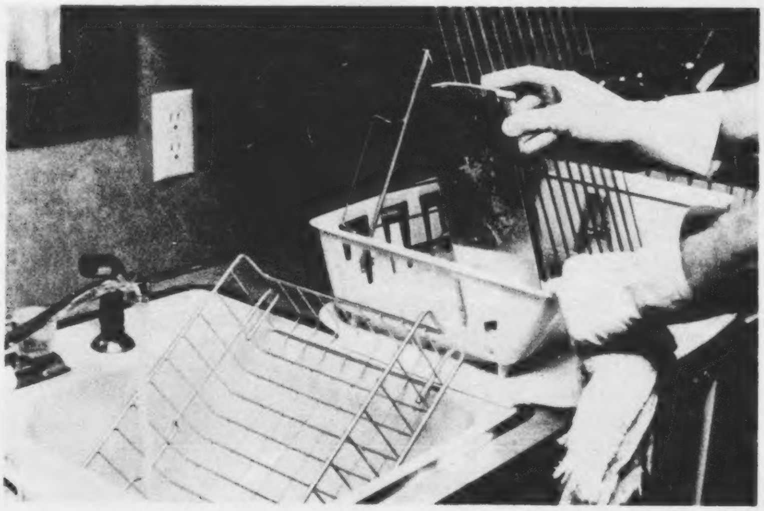
Y. Rinse metal items with *hot* rinse water, and place in dish drainer (Figure 215)

FIGURE 215



Z. Rinse plastic items in *warm* rinse water, and place in dish drainer (Figure 216)

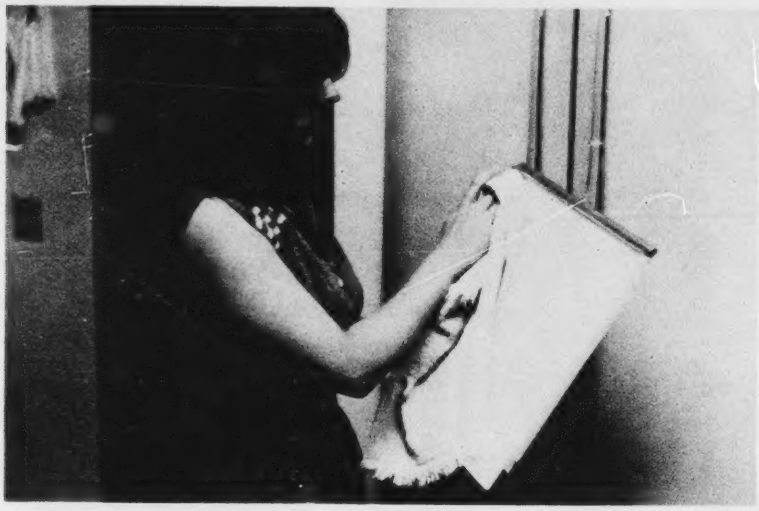
FIGURE 216



JOB SHEET #5

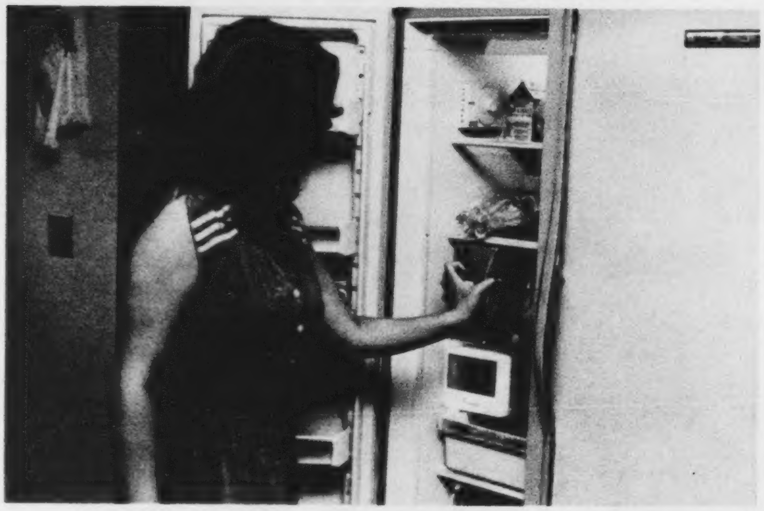
AA. Dry freezer shelves, trays, and baskets with clean, dry kitchen towel; return to freezer compartment (Figure 217)

FIGURE 217



BB. Return frozen food to freezer compartment and close door (Figure 218)

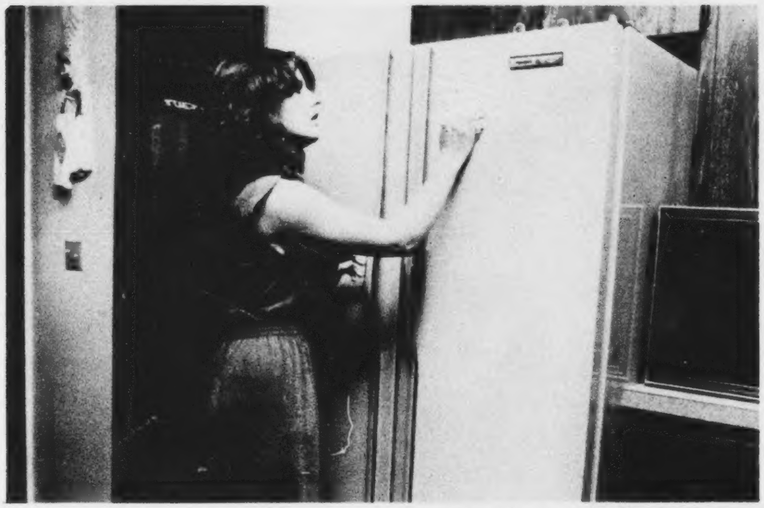
FIGURE 218



JOB SHEET #5

CC. Damp wipe outside of refrigerator/freezer with dishcloth dipped in detergent solution (Figure 219)

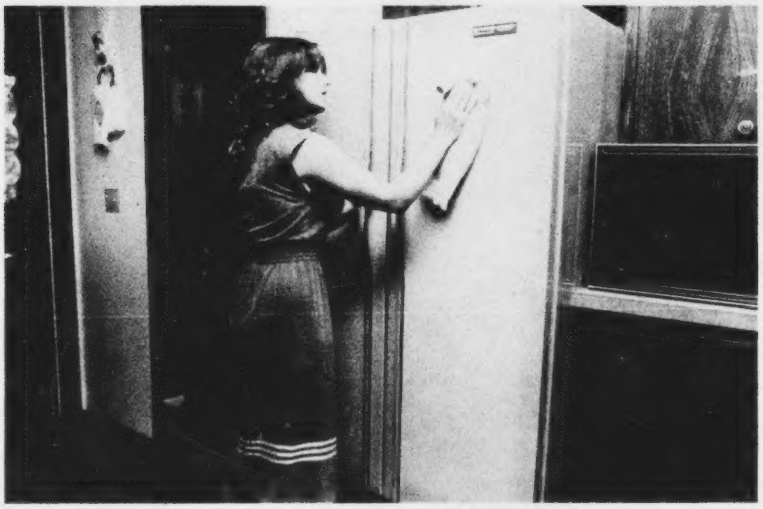
FIGURE 219



DD. Dry and polish outside of refrigerator/freezer with clean, dry kitchen towel (Figure 220)

(NOTE: The outside of the refrigerator may be polished periodically with a liquid appliance wax to improve appearance and make cleaning easier.)

FIGURE 220

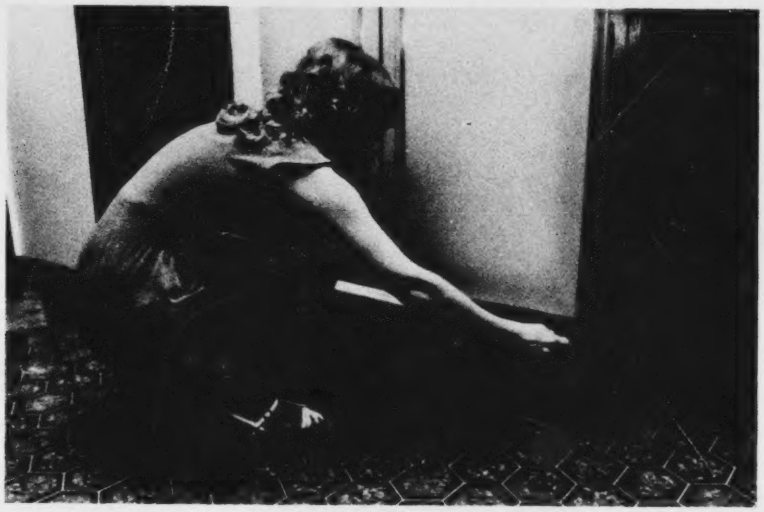


JOB SHEET #5

EE. Remove grill from condenser coil compartment (Figure 221)

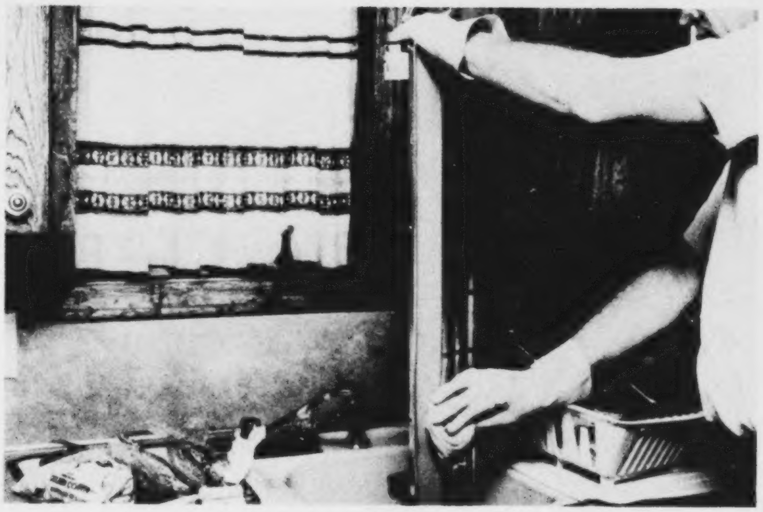
(NOTE: Make a mental note of how the grill is fastened or held in place.)

FIGURE 221



FF. Wash grill in sink, using washing cloth and dishwashing detergent solution (Figure 222)

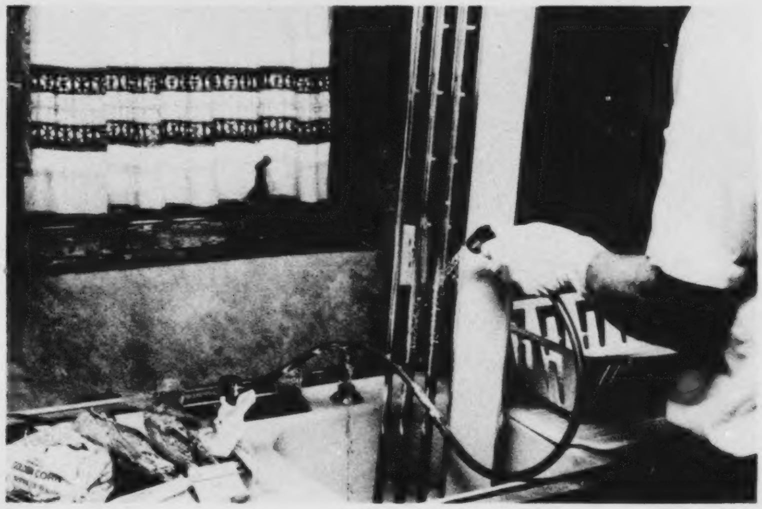
FIGURE 222



JOB SHEET #5

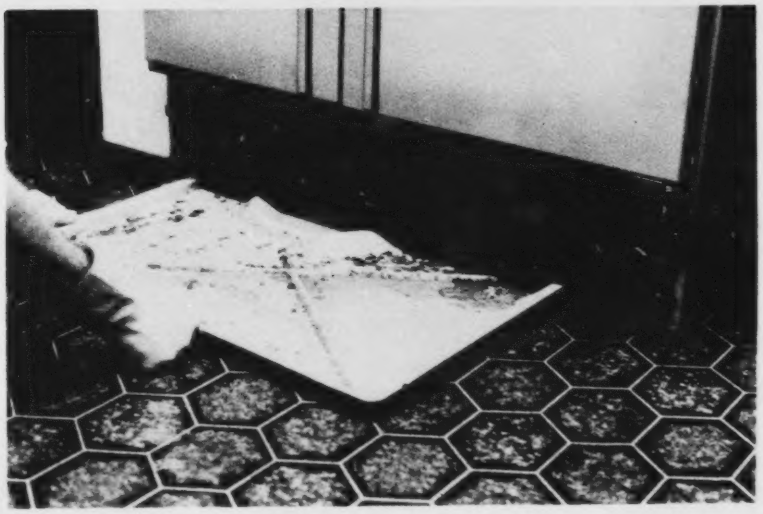
GG. Rinse grill with *hot* rinse water and place in dish drainer (Figure 223)

FIGURE 223



HH. Remove defrost drain pan from condenser coil compartment (Figure 224)

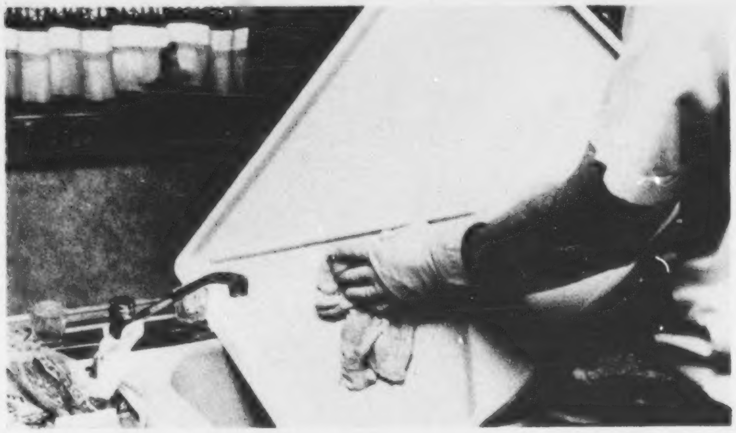
FIGURE 224



JOB SHEET #5

II. Wash drain pan in sink using washing cloth and dishwashing detergent solution; place in dish drainer or leave in sink (Figure 225)

FIGURE 225

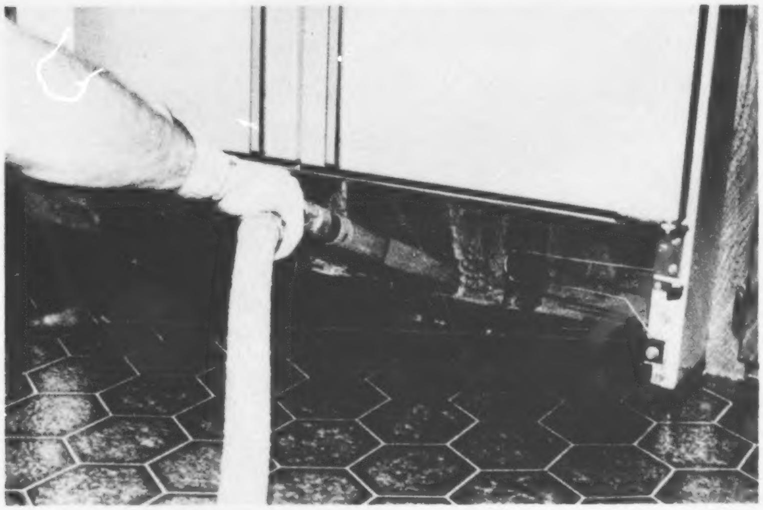


JJ. Clean dust and lint from condenser coil and coil compartment using vacuum cleaner or brush (Figure 226)

(NOTE: Compressor should not be running during this cleaning step.)

(CAUTION: DO NOT BEND OR DAMAGE COOLING FINS.)

FIGURE 226

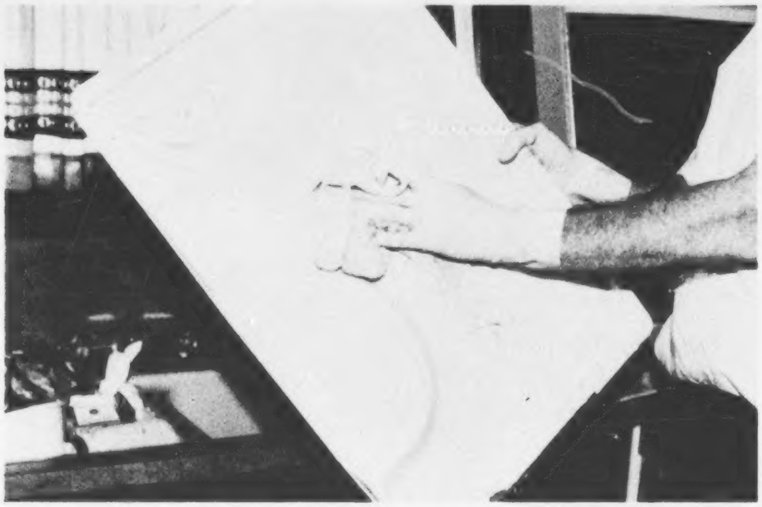


JOB SHEET #5

KK. Dry drain pan with kitchen towel and return to correct location under unit (Figure 227)

(NOTE: The drain pan slides into place on a special track or guide.)

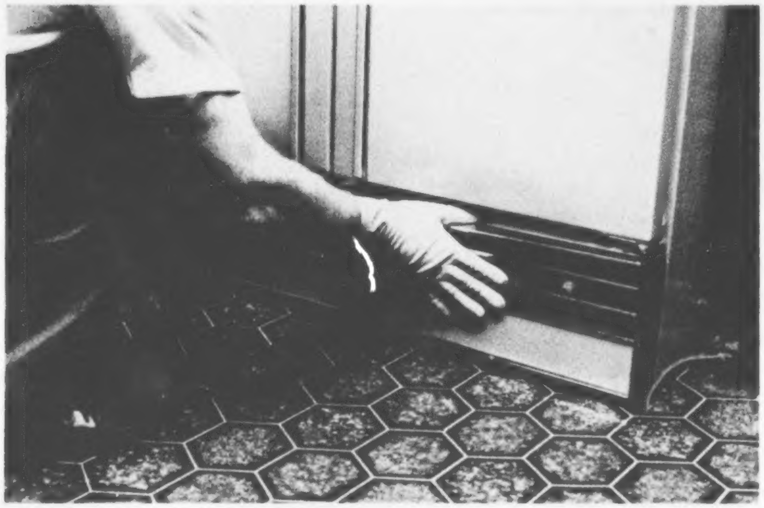
FIGURE 227



LL. Replace grill (Figure 228)

(NOTE: Grill should have a special fastener to hold it in place.)

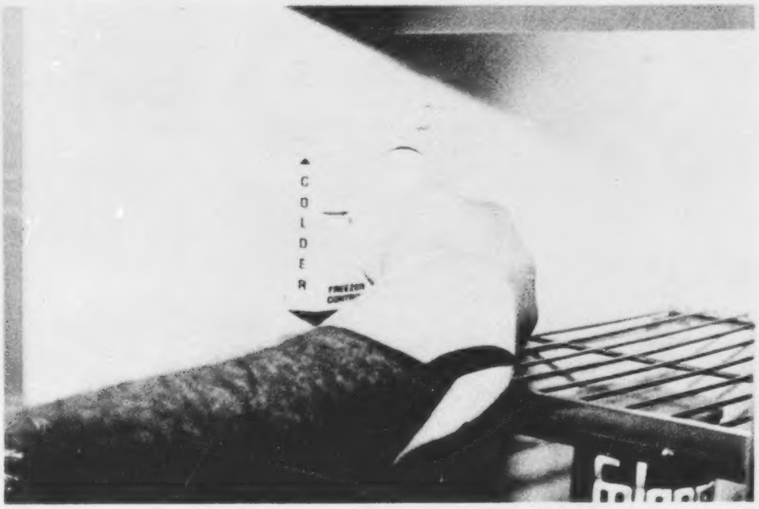
FIGURE 228



JOB SHEET #5

MM. Reset refrigerator's temperature control (Figure 229)

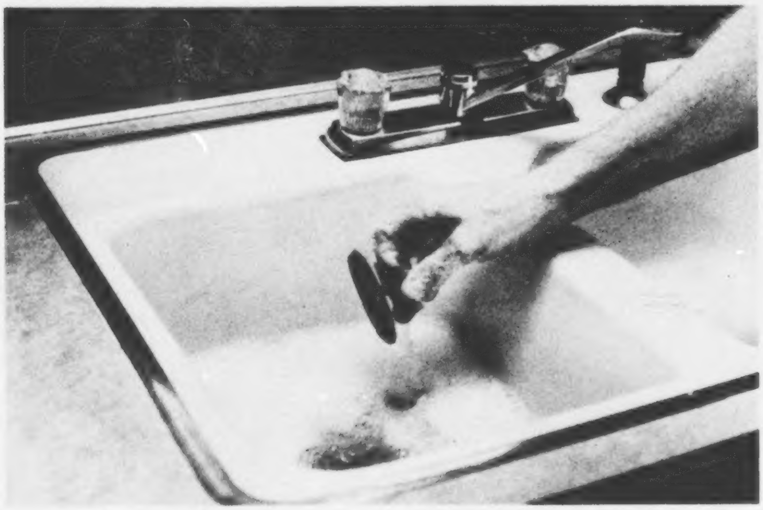
FIGURE 229



NN. Drain sink or dishpan and clean (Figure 230)

(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

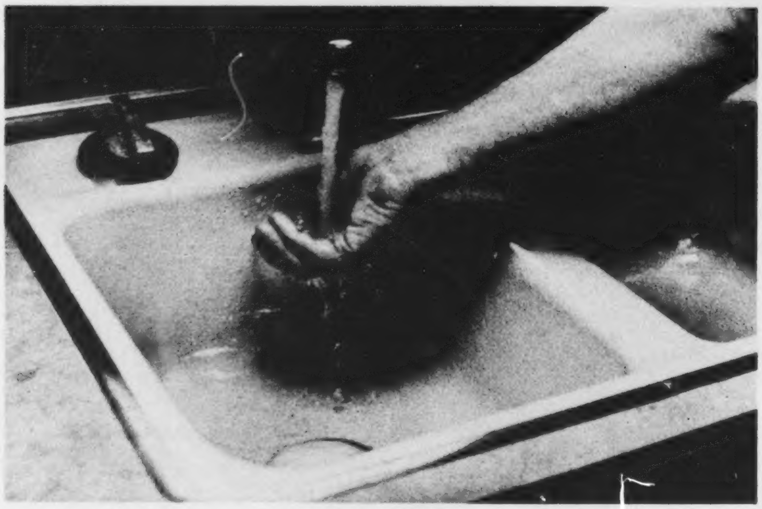
FIGURE 230



JOB SHEET #5

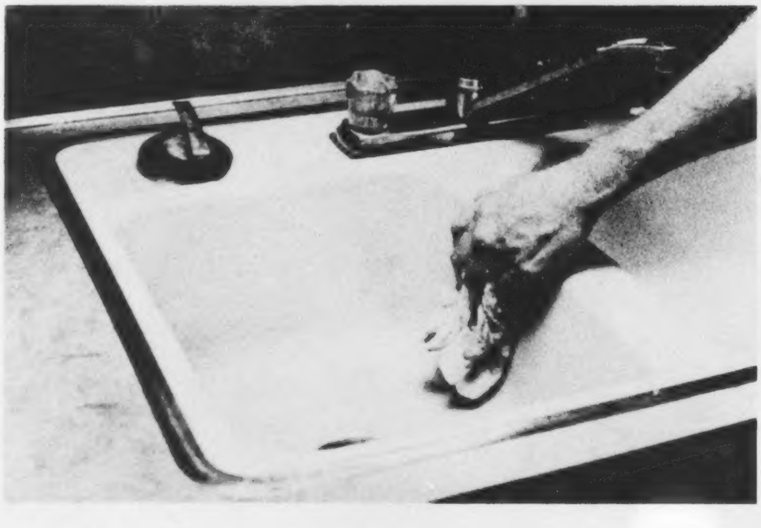
OO. Rinse sink or dishpan with clean water (Figure 231)

FIGURE 231



PP. Dry and polish with clean kitchen towel (Figure 232)

FIGURE 232

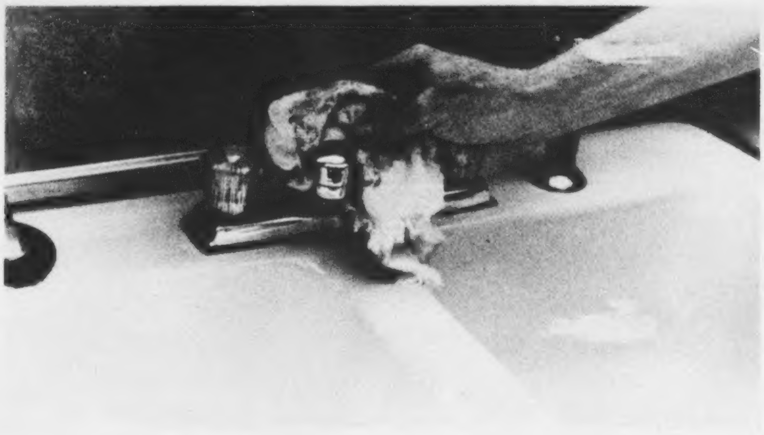


JOB SHEET #5

QQ. Dry and polish sink faucet and handles, removing water spots (Figure 233)

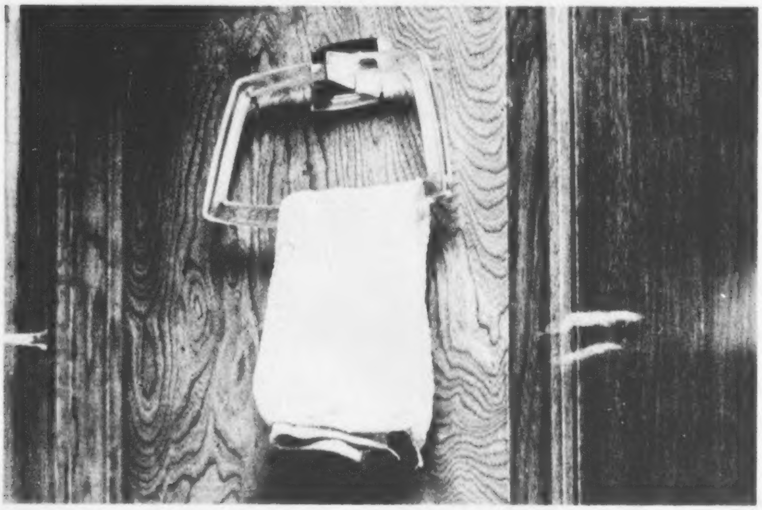
(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

FIGURE 233



RR. Rinse washing cloth and dishcloth and hang to dry; hang up kitchen towel (Figure 234)

FIGURE 234



KITCHEN CLEANING
UNIT II

JOB SHEET #6--CLEAN AN EXHAUST VENTILATION HOOD

I. Equipment and supplies (Figure 235)

A. Exhaust ventilation hood

B. Dishwashing detergent

C. Household ammonia (optional)

D. Washing cloths

E. Kitchen towel

F. Rubber gloves

G. Liquid paste cleanser

H. Grease-dissolving concentrate (optional)

I. Paper towels (optional)

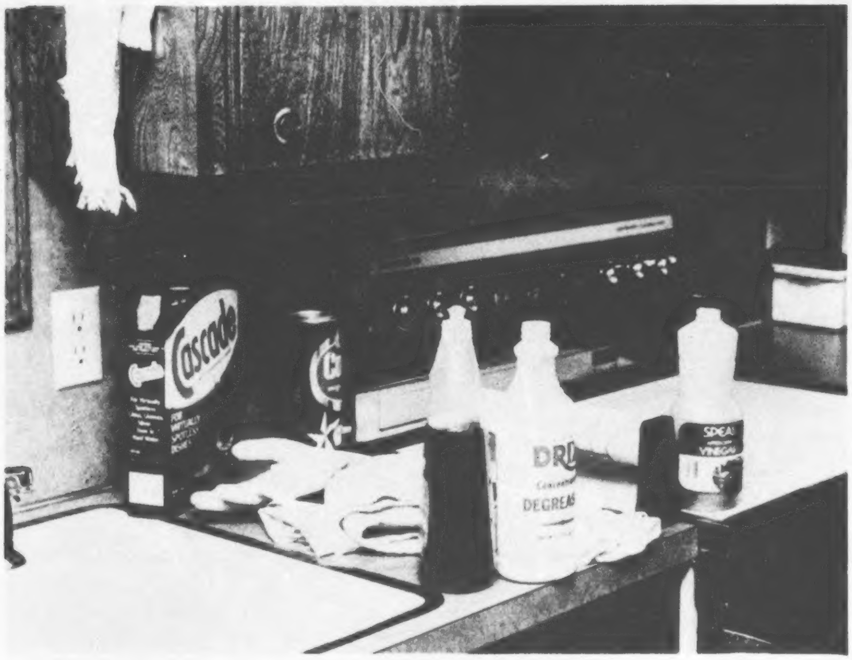
J. Dishpan (optional)

K. Laundry detergent (optional)

L. Automatic dishwashing detergent (optional)

M. Vinegar (optional)

FIGURE 235



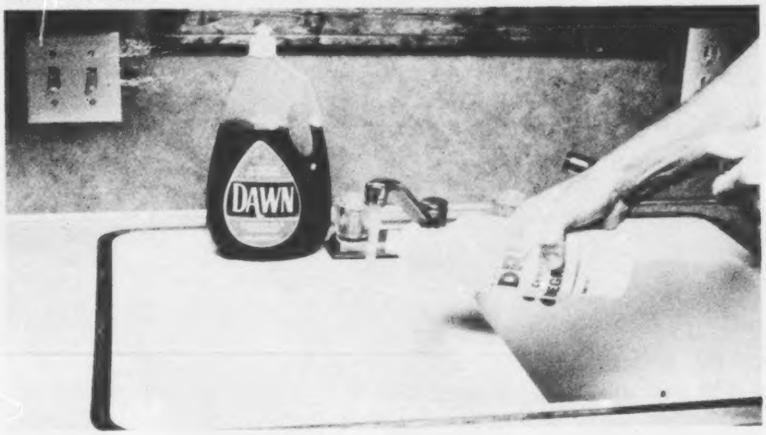
JOB SHEET #6

II. Procedure

A. Fill sink or dishpan half full with *hot* water and add dishwashing detergent or grease dissolving concentrate (Figure 236)

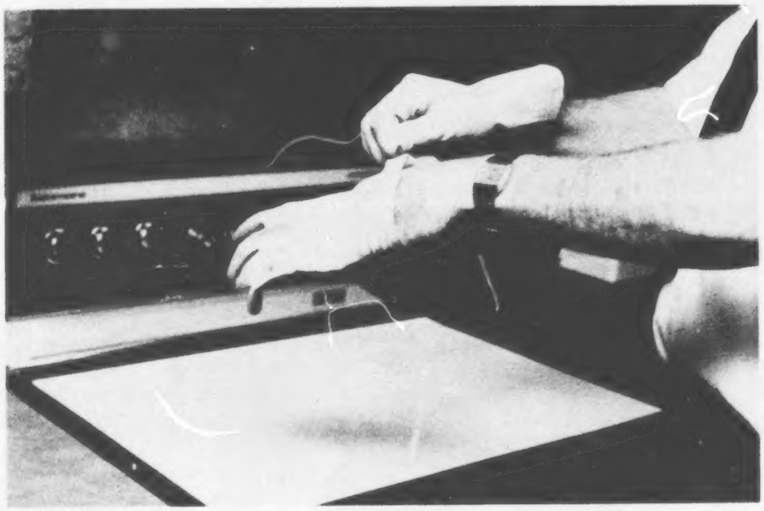
(NOTE: Automatic dishwashing detergent or laundry detergent may be used instead.)

FIGURE 236



B. Put on rubber gloves (Figure 237)

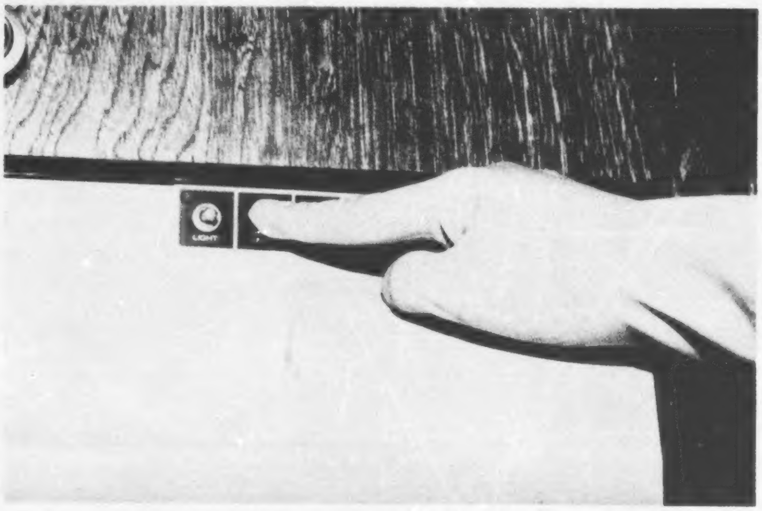
FIGURE 237



JOB SHEET #6

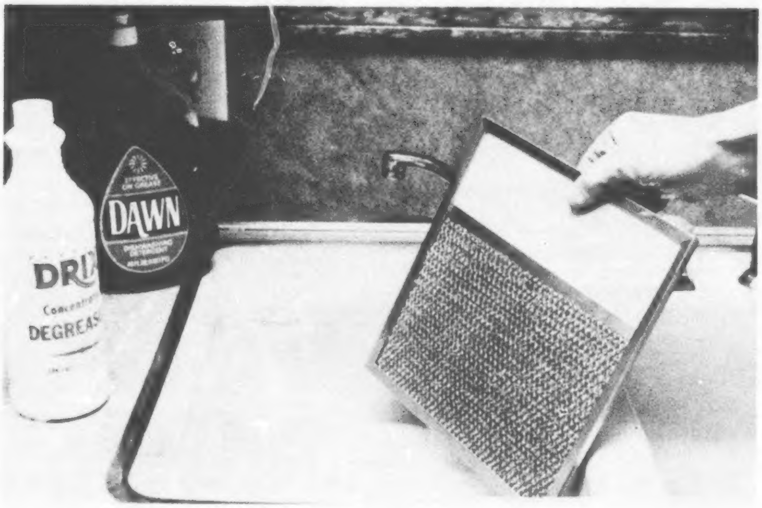
C. Turn off fan motor and light (Figure 238)

FIGURE 238



D. Remove grease filter and place in sink to soak in *hot* detergent solution (Figure 239)

FIGURE 239


DAWN
DRI
Concentra
DEGREAS

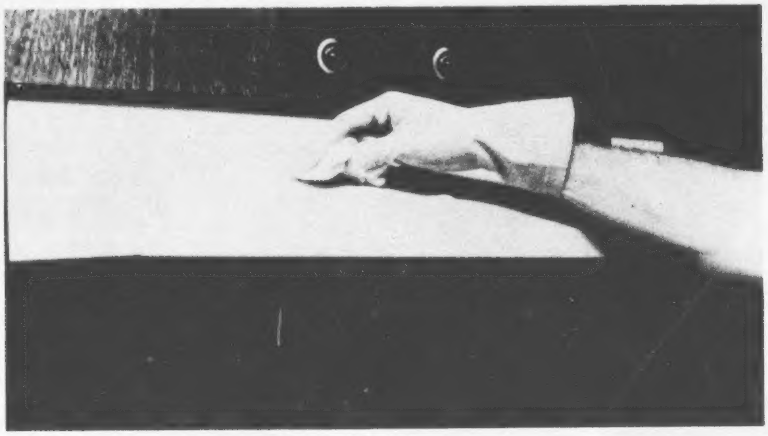
JOB SHEET #6

E. Damp wipe outside surface with washing cloth dipped in detergent solution (Figure 240)

(NOTE: A solution of grease-dissolving concentrate and water or household ammonia and water in a spray bottle may be used.)

(CAUTION: PAINTED SURFACES ARE EASILY DAMAGED BY STRONG CLEANING SOLUTIONS AND REPEATED CLEANING.)

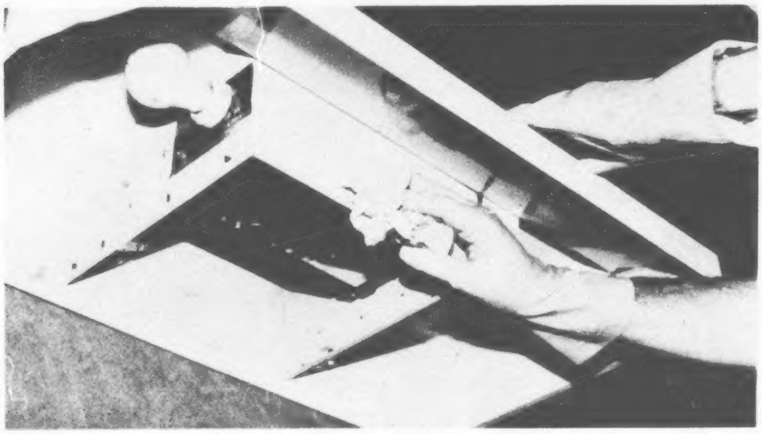
FIGURE 240



F. Damp wipe underneath hood with washing cloth dipped in detergent solution (Figure 241)

(NOTE: Rinse washing cloth often.)

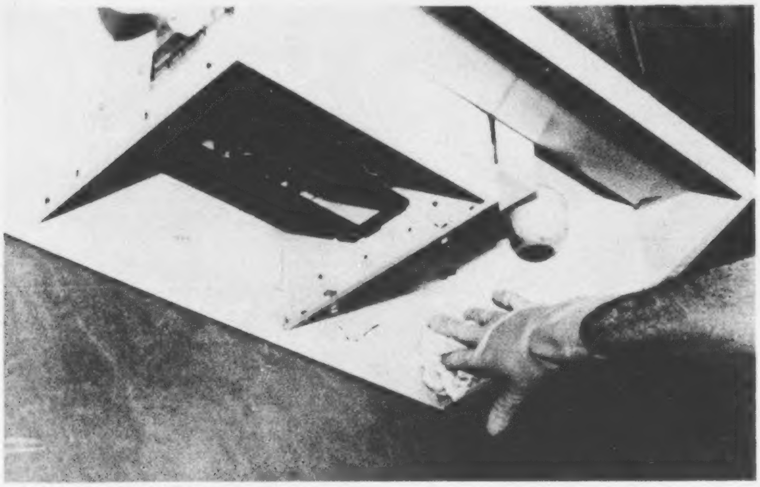
FIGURE 241



JOB SHEET #6

G. Damp wipe corners and rims, or ledges, with washing cloth dipped in detergent solution (Figure 242)

FIGURE 242

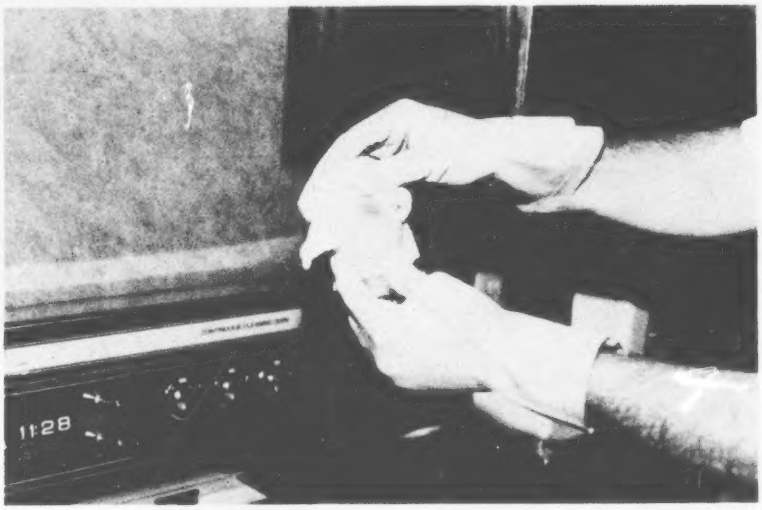


H. Remove light bulb and damp wipe with washing cloth dipped in detergent solution and wrung out damp (Figure 243)

(NOTE: Wipe only the glass part.)

(CAUTION: BULB SHOULD NOT BE WIPED IF HOT, AND HANDS SHOULD BE DRY WHEN REMOVING BULB.)

FIGURE 243

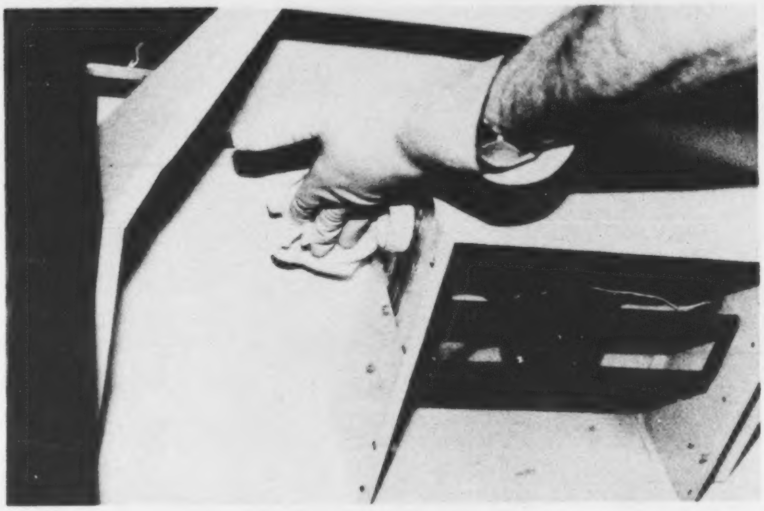


JOB SHEET #6

I. Damp wipe area that was hidden by light bulb, using washing cloth dipped in detergent solution (Figure 244)

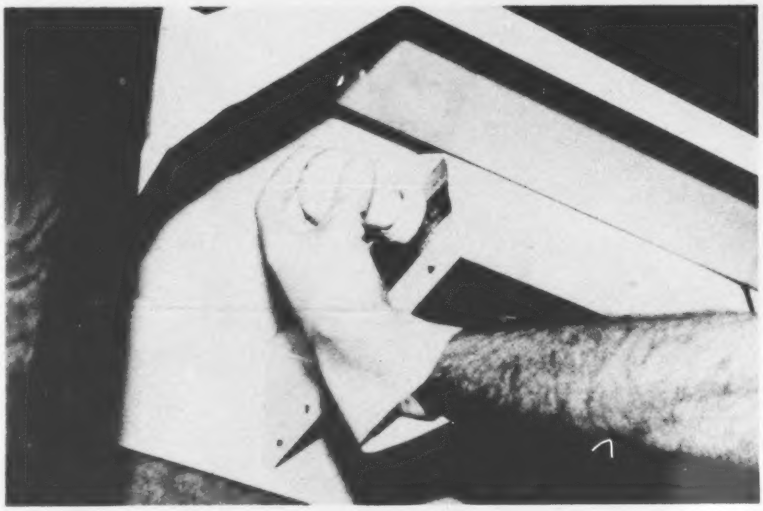
(CAUTION: NEVER TOUCH OR WASH BULB SOCKET.)

FIGURE 244



J. Replace light bulb (Figure 245)

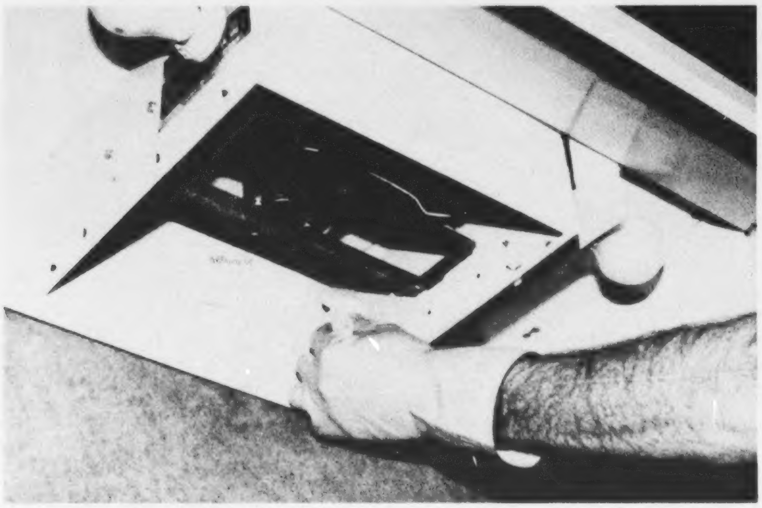
FIGURE 245



JOB SHEET #6

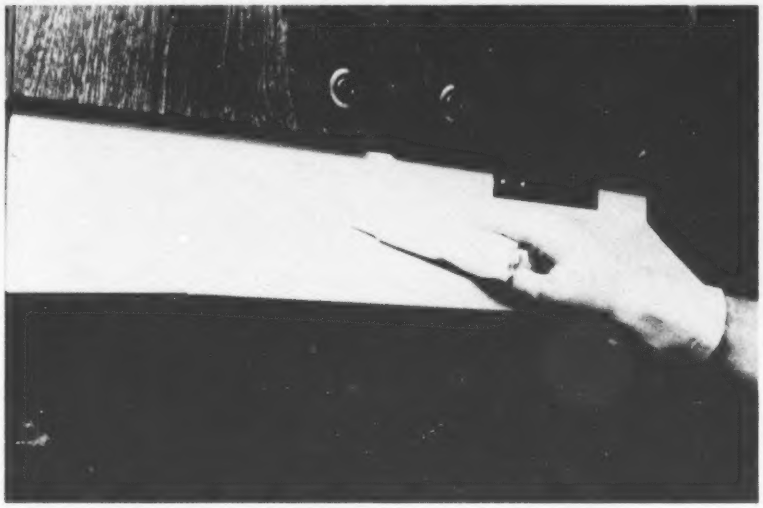
K. Damp wipe area around vent opening and wipe channels which hold the filter, using washing cloth dipped in detergent solution (Figure 246)

FIGURE 246



L. Rinse outside and underneath surfaces of hood, using clean washing cloth and clean, warm rinse water (Figure 247)

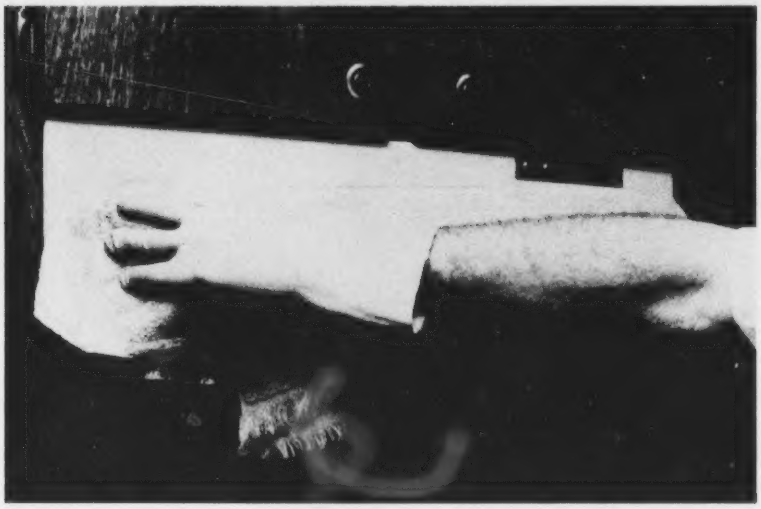
FIGURE 247



JOB SHEET #6

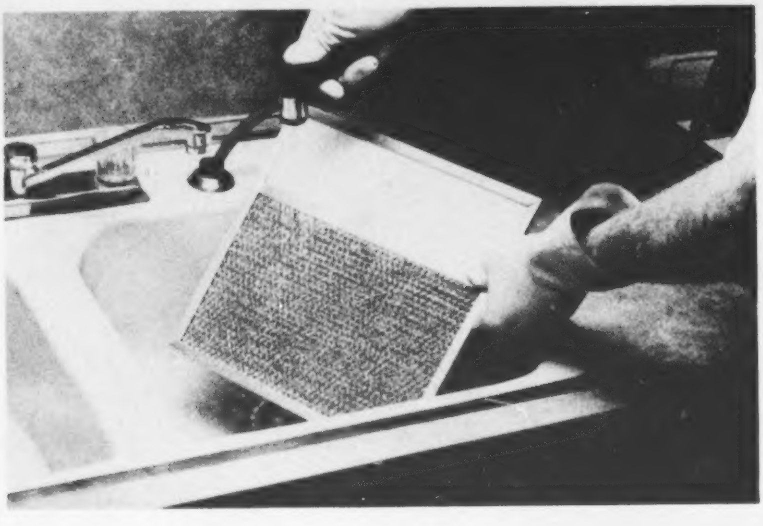
M. Dry and polish trim and outside surfaces of ventilation hood with clean, dry kitchen towel or paper towels (Figure 248)

FIGURE 248



N. Remove filter from cleaning solution, and rinse with *hot* rinse water (Figure 249)

FIGURE 249

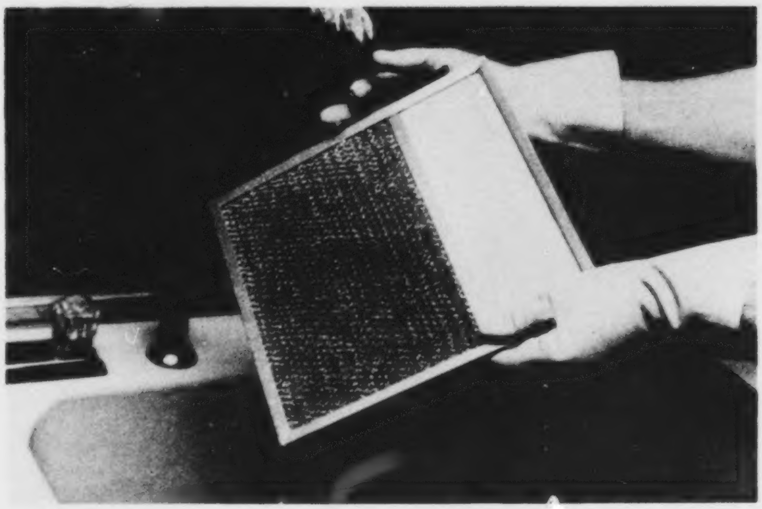


JOB SHEET #6

O. Shake out over sink excess water from filter (Figure 250)

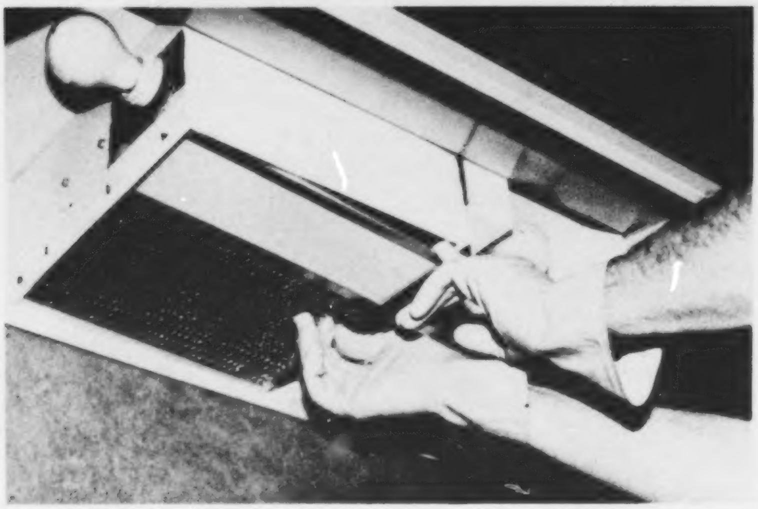
(CAUTION: METAL FILTER MATERIAL CAN BE VERY SHARP AND SHOULD BE HANDLED WITH CARE.)

FIGURE 250



P. Return filter to proper position in hood (Figure 251)

FIGURE 251

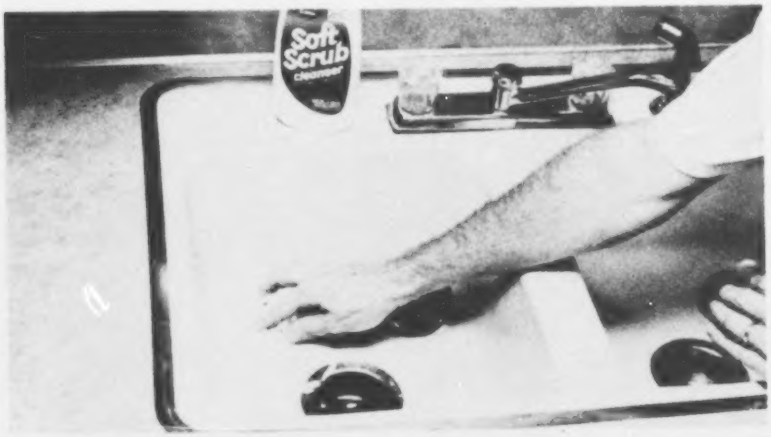


JOB SHEET #6

Q. Drain sink or dishpan and clean (Figure 252)

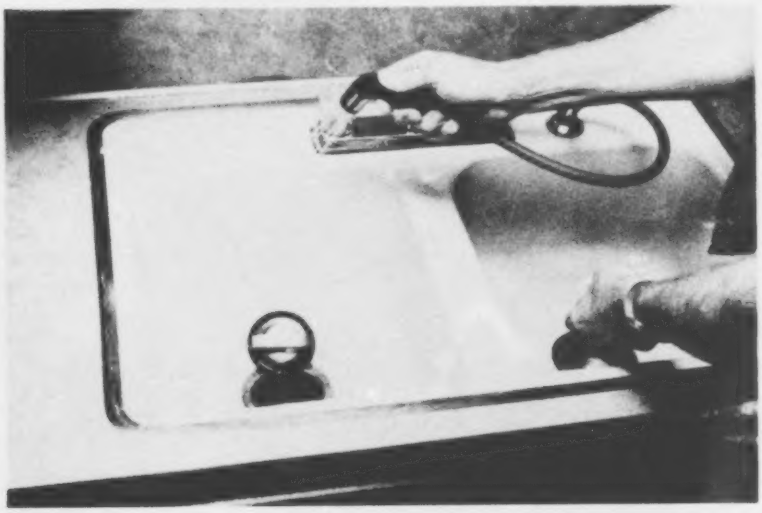
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 252



R. Rinse sink or dishpan with clean water (Figure 253)

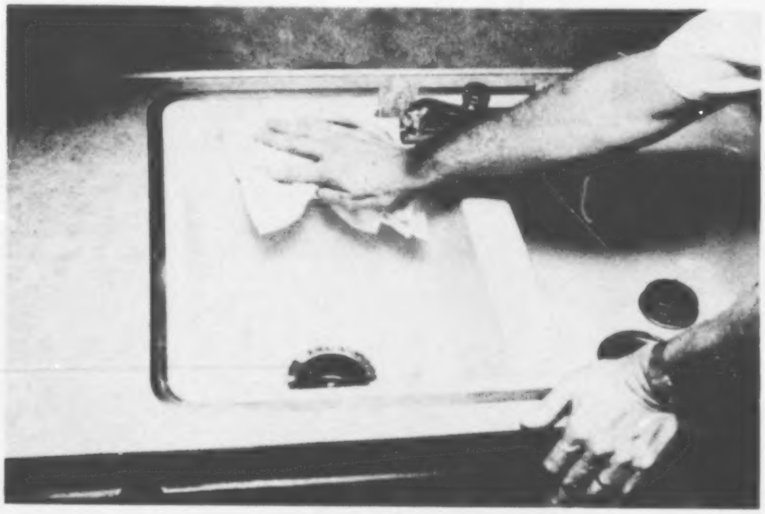
FIGURE 253



JOB SHEET #6

S. Dry and polish with clean kitchen towel (Figure 254)

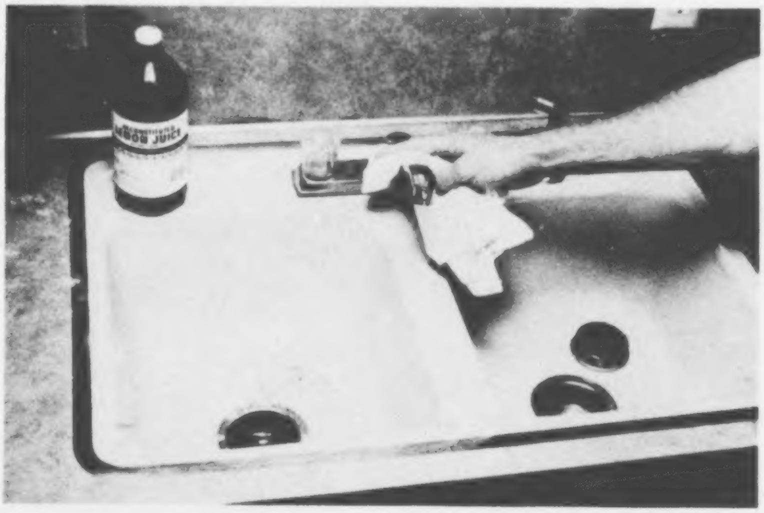
FIGURE 254



T. Dry and polish sink faucet and handles, removing water spots (Figure 255)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

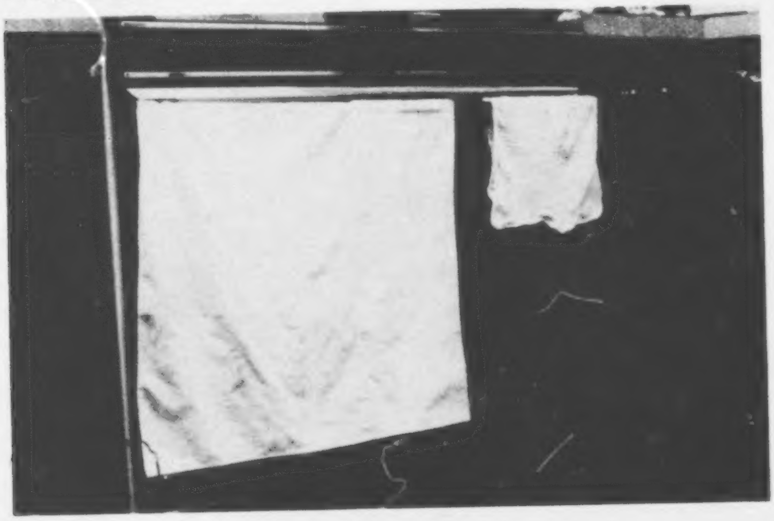
FIGURE 255



JOB SHEET #6

U. Rinse washing cloth and dishcloth and hang to dry; hang up kitchen towel (Figure 256)

FIGURE 256



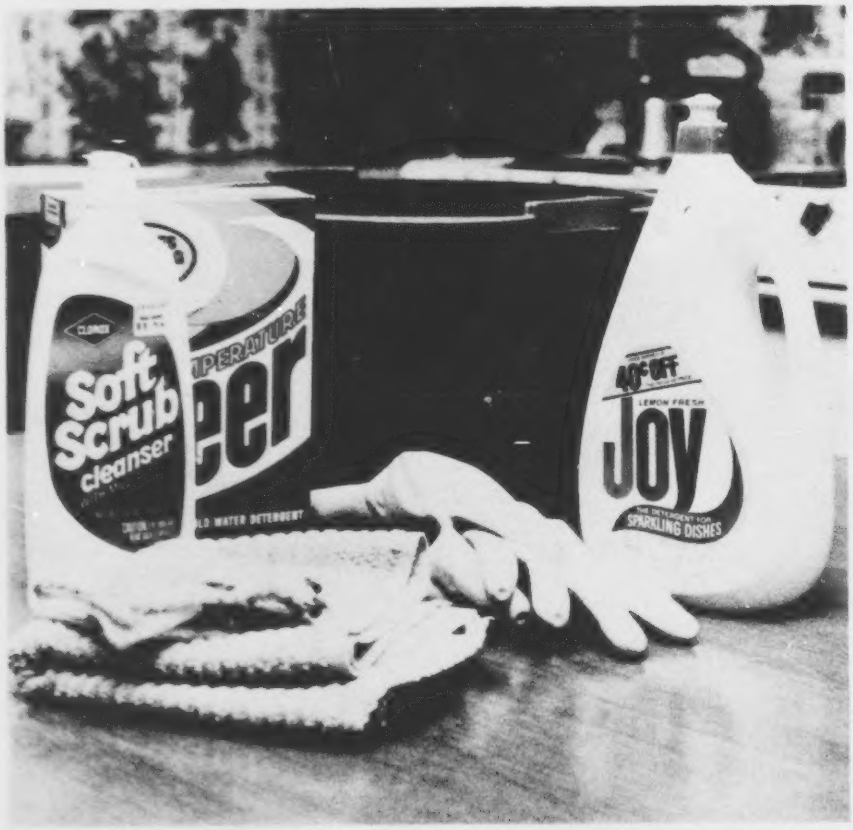
KITCHEN CLEANING
UNIT II

JOB SHEET #7--CLEAN AN ELECTRIC RANGE TOP

I. Equipment and supplies (Figure 257)

- A. Electric range
- B. Dishwashing detergent
- C. Liquid paste cleanser
- D. Washing cloth
- E. Kitchen towel
- F. Paper towels
- G. Household ammonia (optional)
- H. Sink or dishpan
- I. Laundry detergent (optional)
- J. Rubber gloves

FIGURE 257

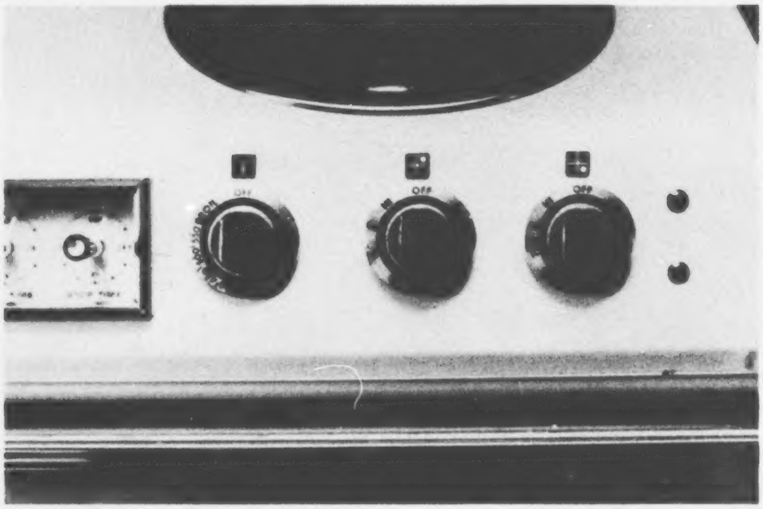

CLOROX
Soft Scrub cleanser
TEMPERATURE
Cheer
COLD WATER DETERGENT
40¢ OFF
LEMON FRESH
Joy
THE DETERGENT FOR SPARKLING DISHES

JOB SHEET #7

II. Procedure

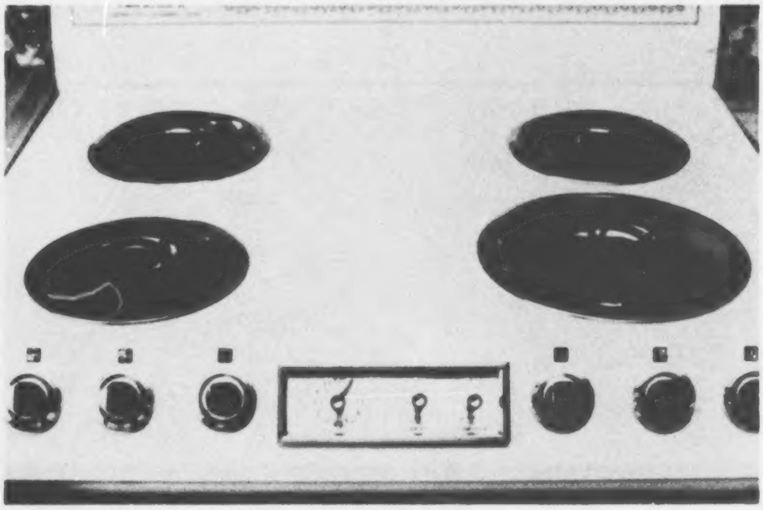
A. Turn temperature control knobs to "off" (Figure 258)

FIGURE 258



B. Let heating elements cool (Figure 259)

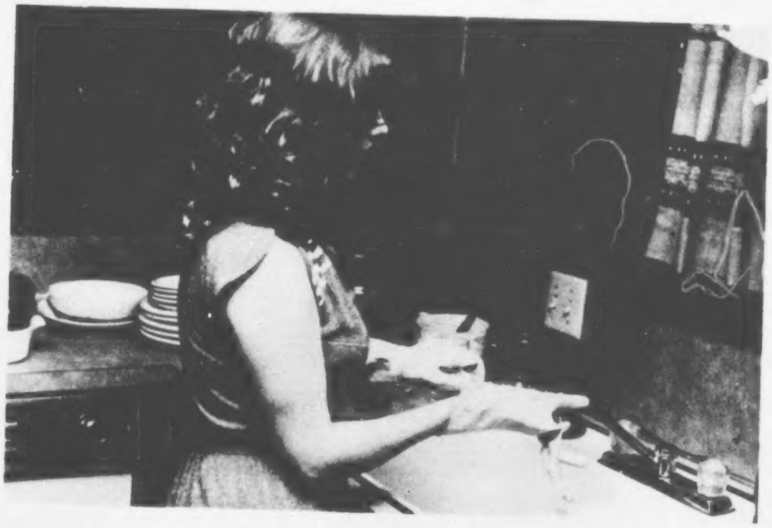
FIGURE 259



JOB SHEET #7

C. Put on rubber gloves (Figure 260)

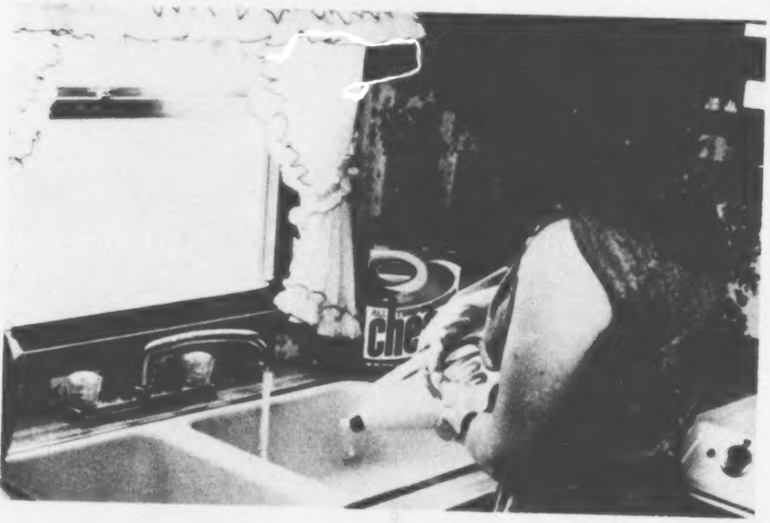
FIGURE 260



D. Fill sink or dishpan two-thirds full with *hot* water and add dishwashing detergent or laundry detergent (Figure 261)

(NOTE: Follow manufacturer's instructions for correct amount.)

FIGURE 261



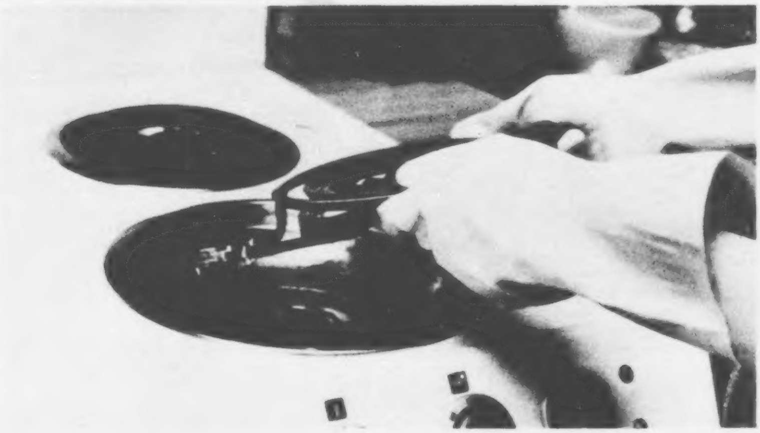
JOB SHEET #7

E. Lift up or pull out the heating elements (Figure 262)

(NOTE: Some heating elements are not the quick-disconnect type and cannot be removed for cleaning; others lift up but cannot be removed from wiring system.)

(CAUTION: DO NOT IMMERSE HEATING ELEMENTS IN WATER.)

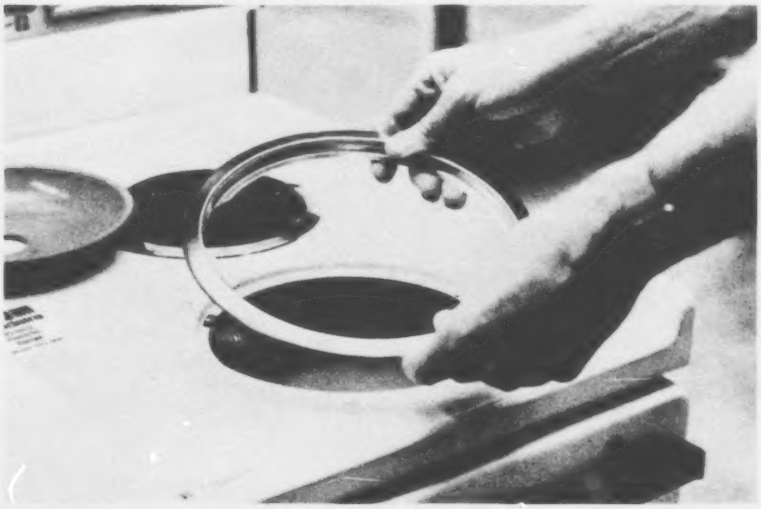
FIGURE 262



F. Remove ring from around element and place in sink or dishpan to soak (Figure 263)

(NOTE: Some rings may not be removable.)

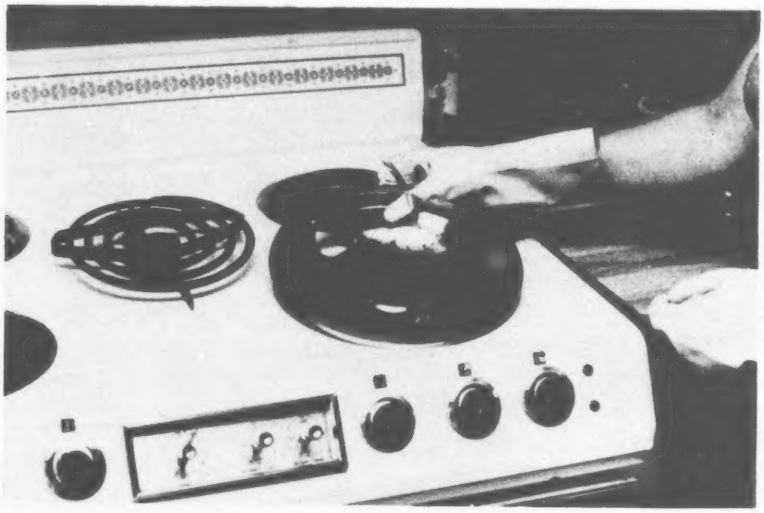
FIGURE 263



JOB SHEET #7

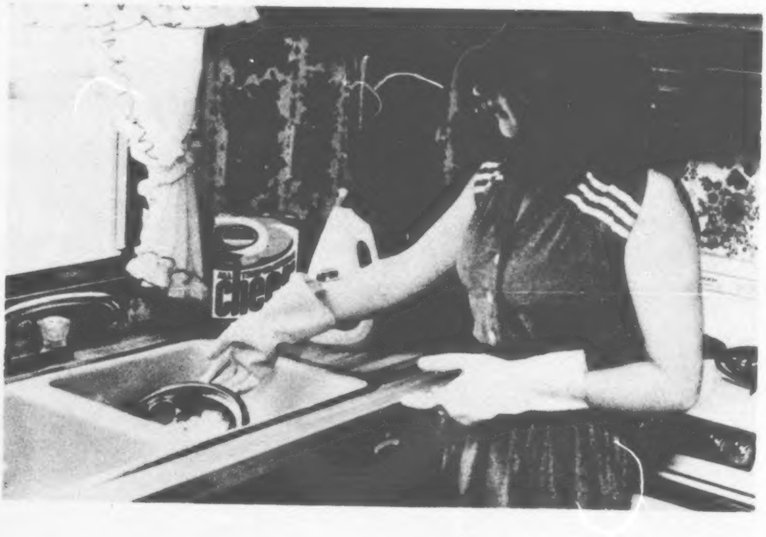
G. Remove drip bowl and discard foil if used (Figure 264)

FIGURE 264



H. Place drip bowl in *hot* detergent solution in sink or dishpan to soak (Figure 265)

FIGURE 265

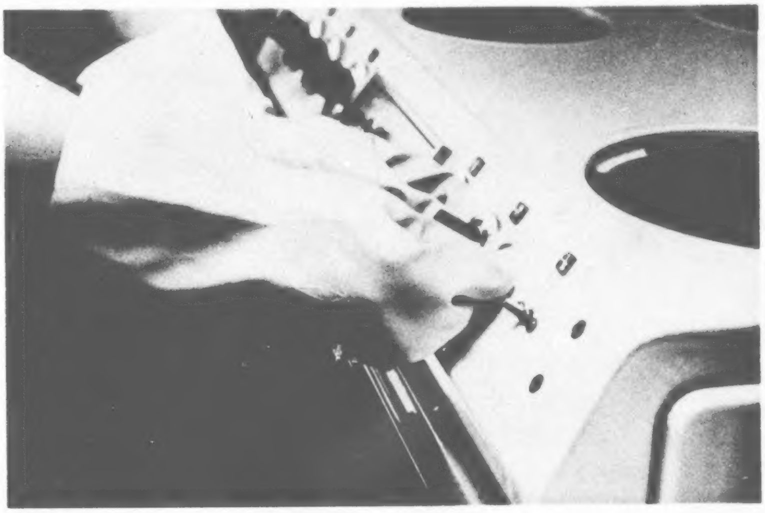


JOB SHEET #7

I. Remove control knobs (Figure 266)

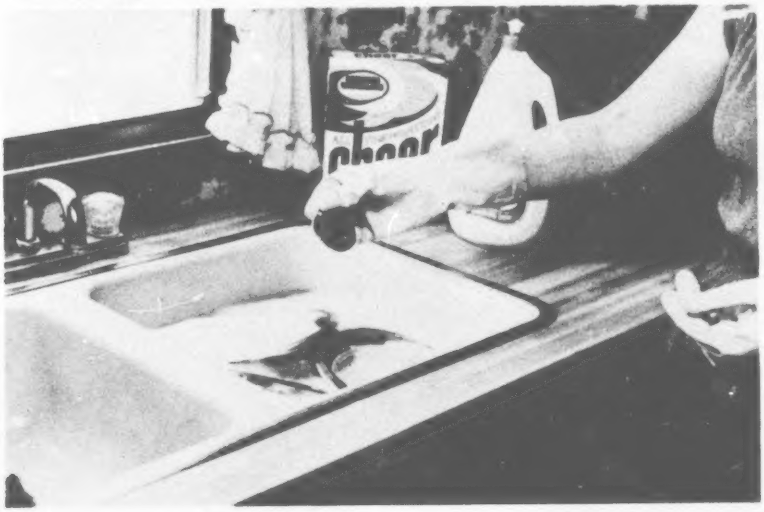
(NOTE: Some control knobs lift straight off and some do not.)

FIGURE 266



J. Place control knobs in *hot* detergent solution in sink or dishpan to soak (Figure 267)

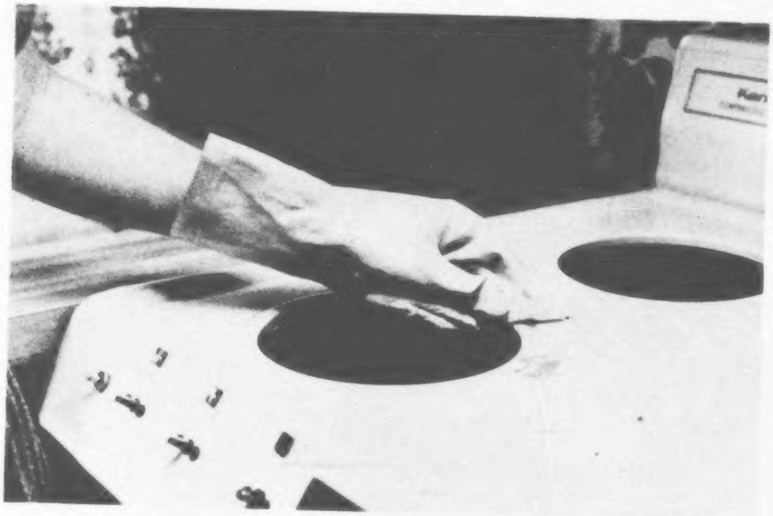
FIGURE 267



JOB SHEET #7

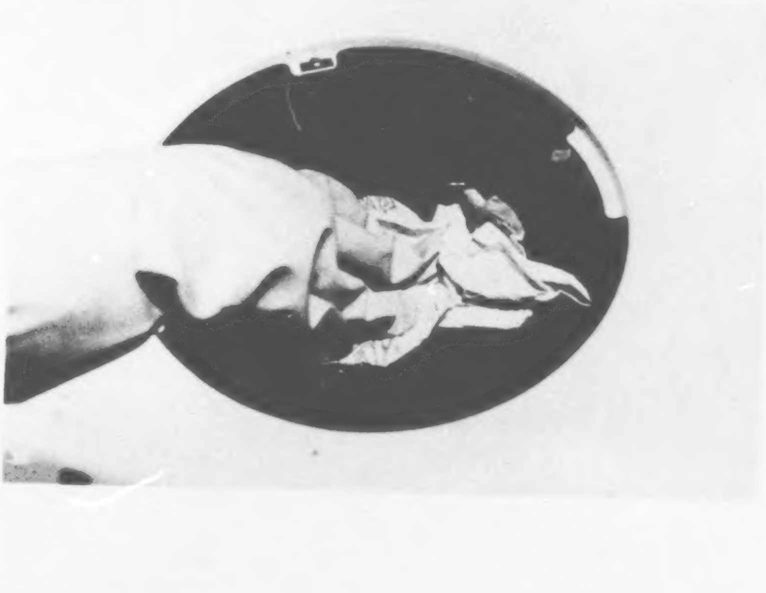
K. With a paper towel, wipe up grease spills and food particles on top of range (Figure 268)

FIGURE 268



L. With a paper towel, wipe up grease spills and food particles under elements and range top (Figure 269)

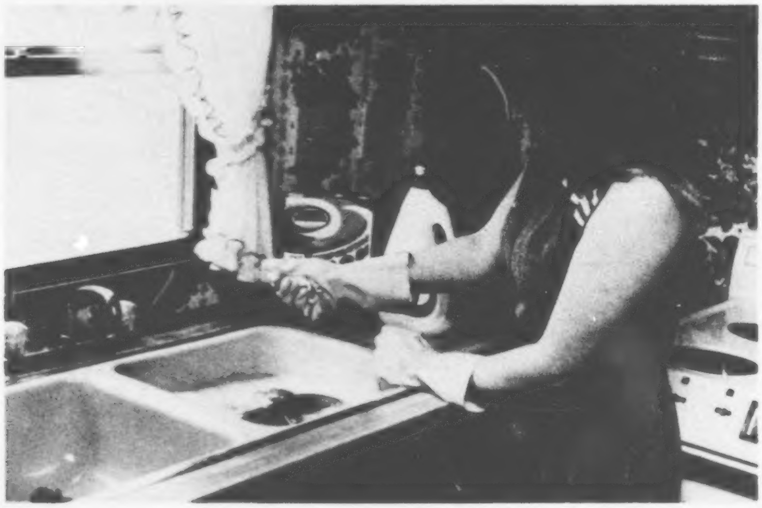
FIGURE 269



JOB SHEET #7

M. Wet a washing cloth in the hot detergent solution and wring out (Figure 270)

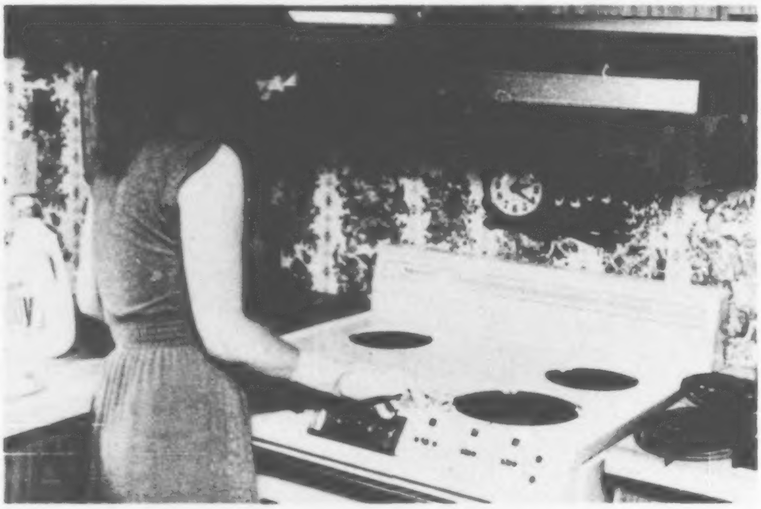
FIGURE 270



N. Wipe range top, trim, and knobs with the wet washing cloth (Figure 271)

(NOTE: Rinse the washing cloth often in the detergent solution.)

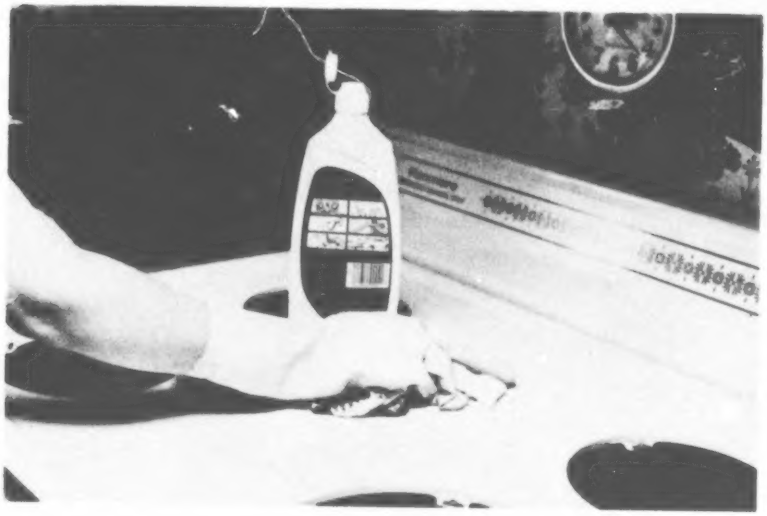
FIGURE 271



JOB SHEET #7

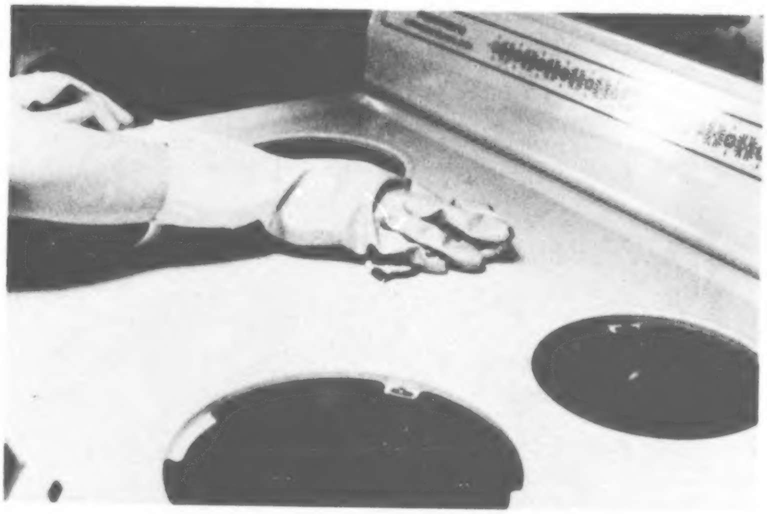
O. Apply small amount of liquid paste cleanser on stubborn soiled spots and rub gently (Figure 272)

FIGURE 272



P. Rinse washing cloth in detergent solution and thoroughly rinse area where liquid paste cleanser was used (Figure 273)

FIGURE 273

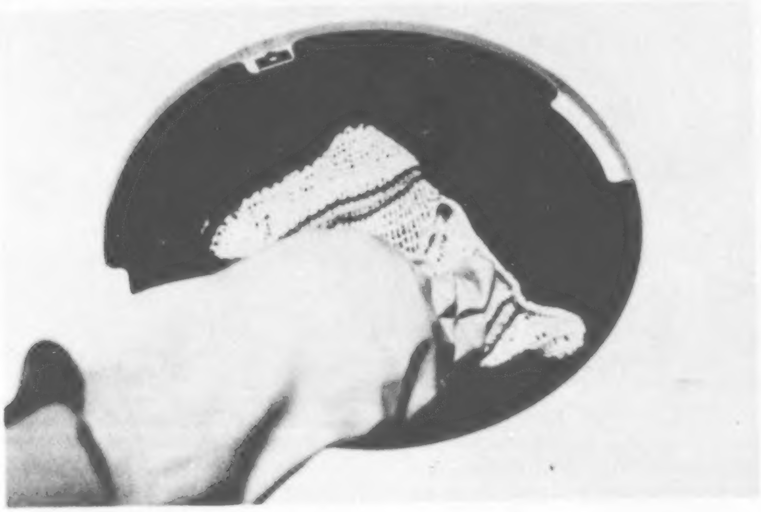


JOB SHEET #7

Q. Wipe area under the elements, using washing cloth dipped in detergent solution and wrung out (Figure 274)

(NOTE: For extra greasy areas, a solution of household ammonia and hot water may be used.)

FIGURE 274



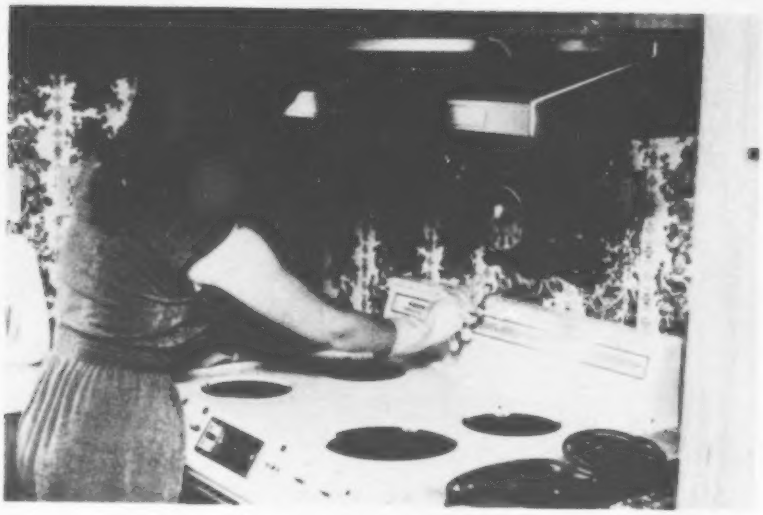
R. Rinse washing cloth in clean, warm water and wring out (Figure 275)

FIGURE 275

JOB SHEET #7

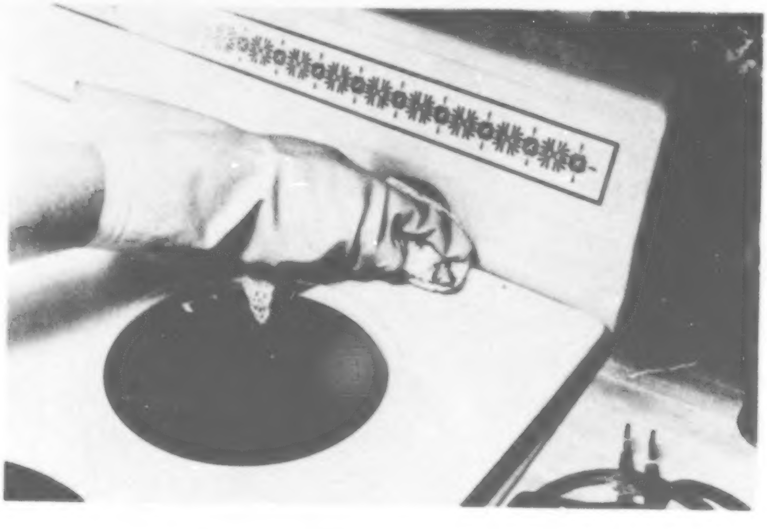
S. Rinse entire range top, rinsing out washing cloth when necessary (Figure 276)

FIGURE 276



T. Check corners and crevices on range top and underneath elements for missed food particles and spills (Figure 277)

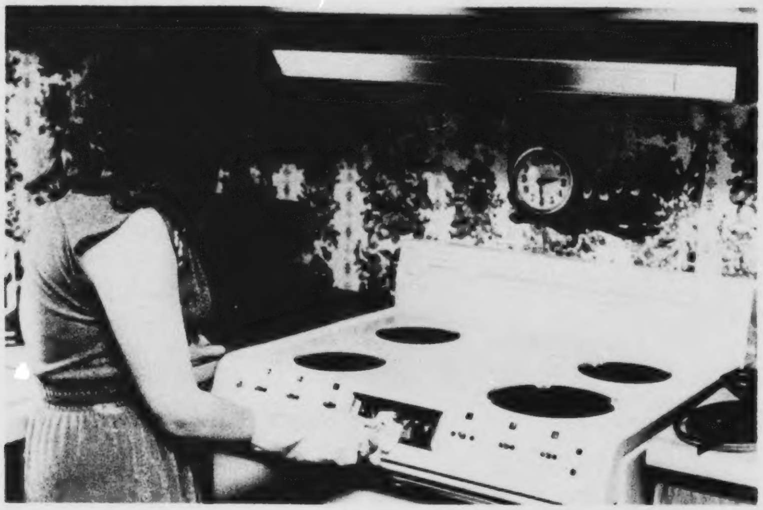
FIGURE 277



JOB SHEET #7

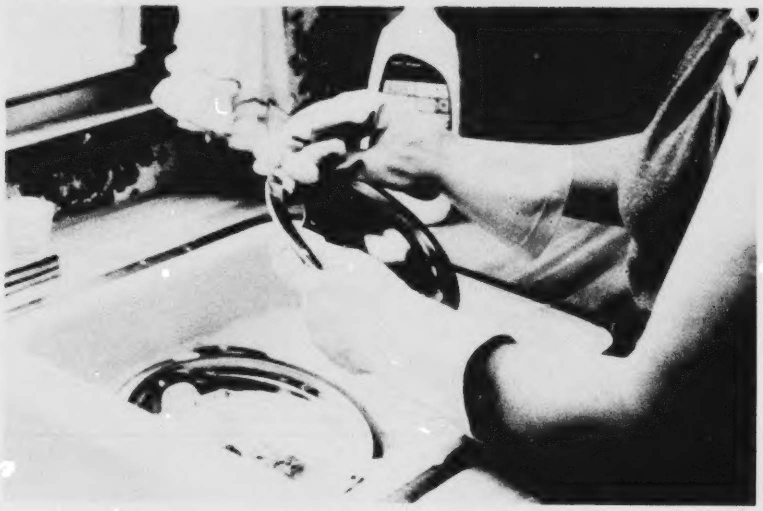
U. Dry and polish range top and trim with clean, dry kitchen towel or paper toweling (Figure 278)

FIGURE 278



V. Scrub burner rings, drip bowls, and control knobs that have been soaking, with washing cloth or scrubbing pad (Figure 279)

FIGURE 279

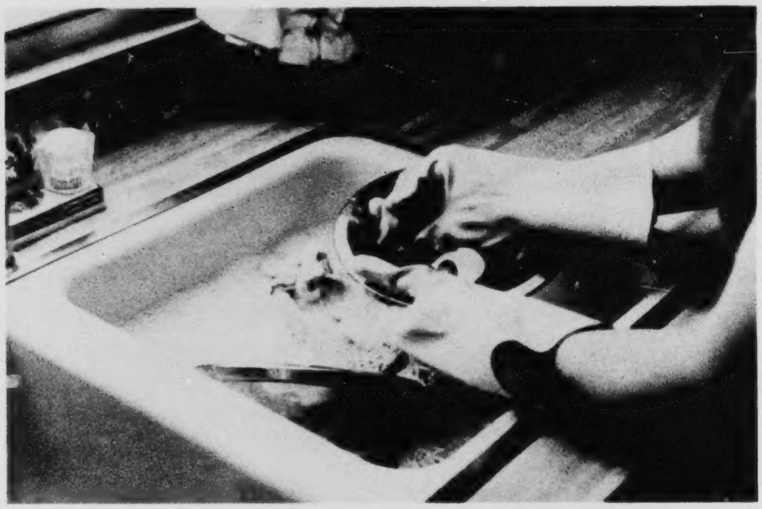


JOB SHEET #7

W. Scrub off stains and food deposits with scrubbing pad (Figure 280)

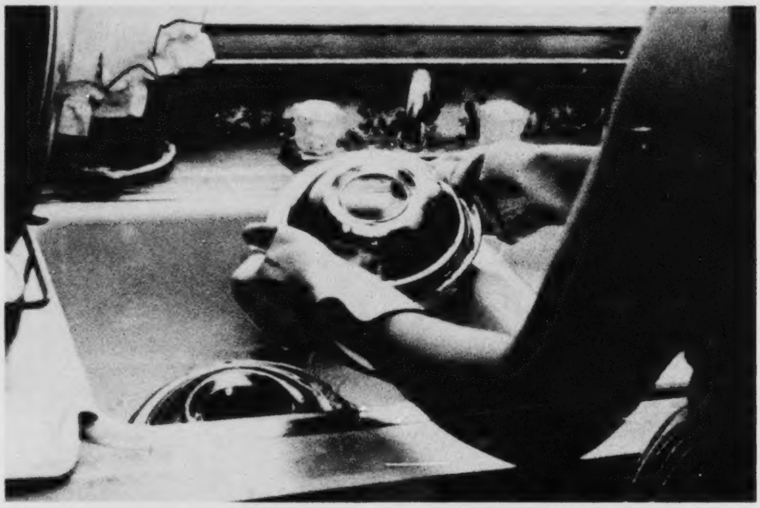
(NOTE: Do not rub too hard.)

FIGURE 280



X. Rinse burner rings, drip bowls, and control knobs in *hot* rinse water (Figure 281)

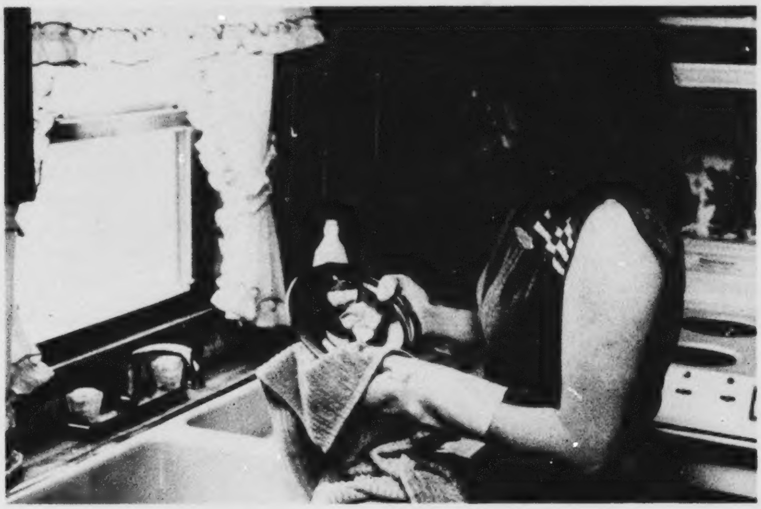
FIGURE 281



JOB SHEET #7

Y. Dry each item with a clean, dry kitchen towel (Figure 282)

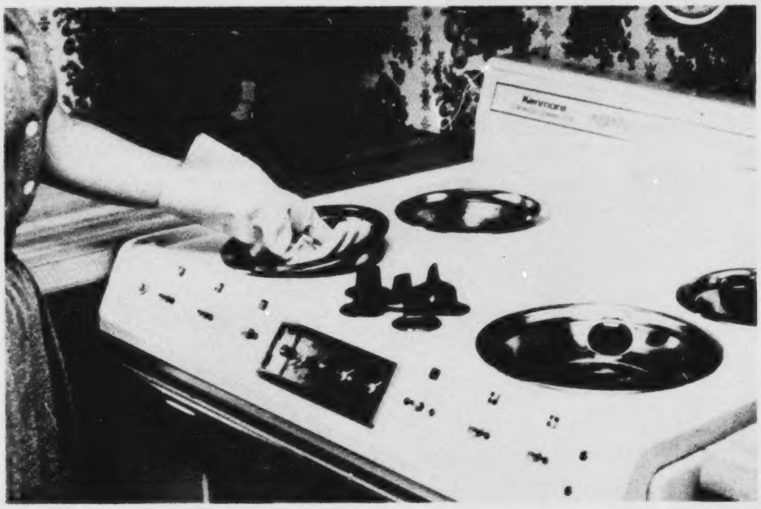
FIGURE 282



Z. Return each item to its proper position (Figure 283)

(NOTE: Reassemble in reverse order those parts that were removed for cleaning.)

FIGURE 283

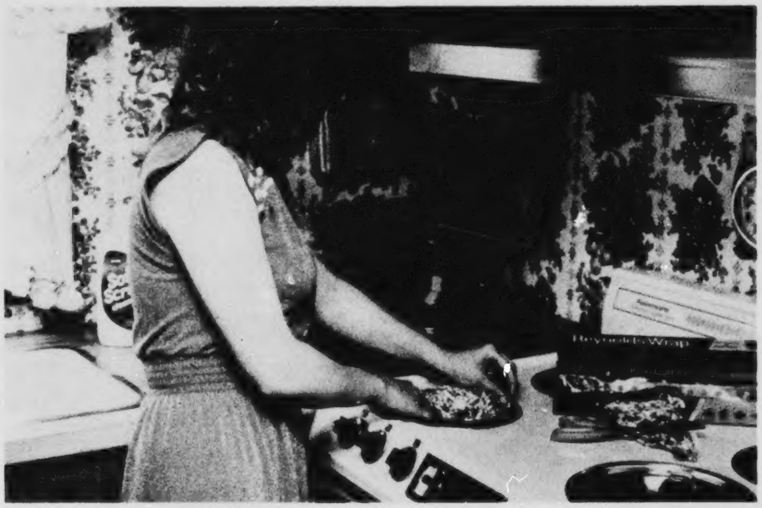


JOB SHEET #7

AA. Reline drip pans with foil if it was used (Figure 284)

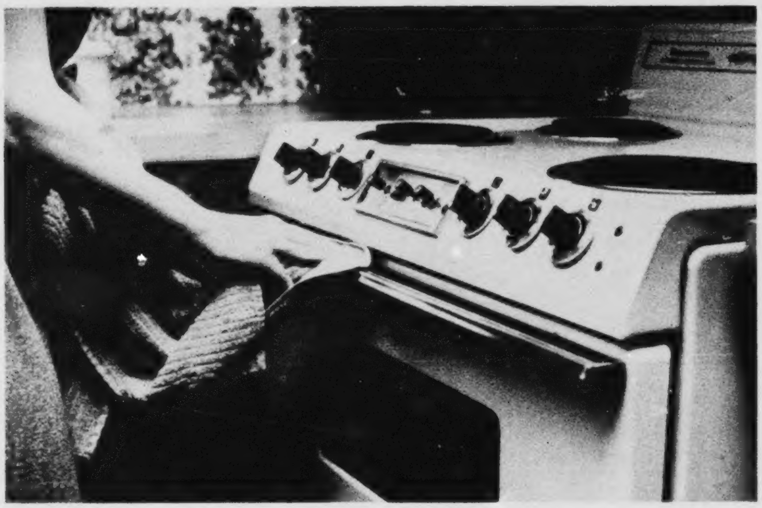
(NOTE: This method should be recommended to the home owner if foil is not being used. Foil can be cut to shape with scissors or purchased precut.)

FIGURE 284



BB. Check range for water spots, and polish with clean, dry kitchen towel or paper towel (Figure 285)

FIGURE 285

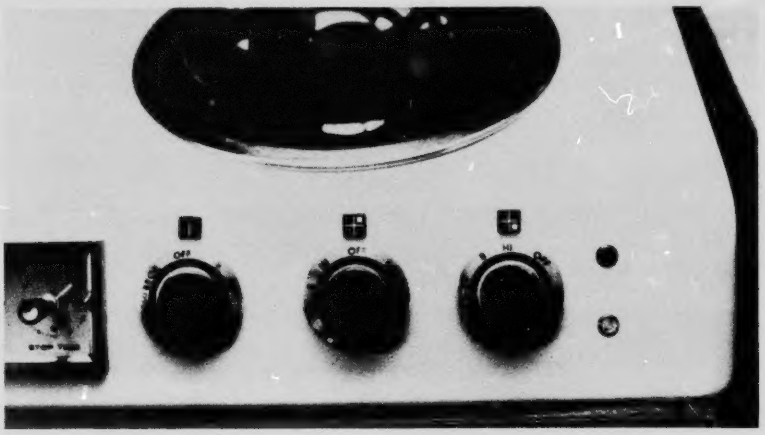


JOB SHEET #7

CC. Check proper operation by turning on each heating element one at a time to "high" (Figure 286)

(NOTE: This process will also burn off any deposits.)

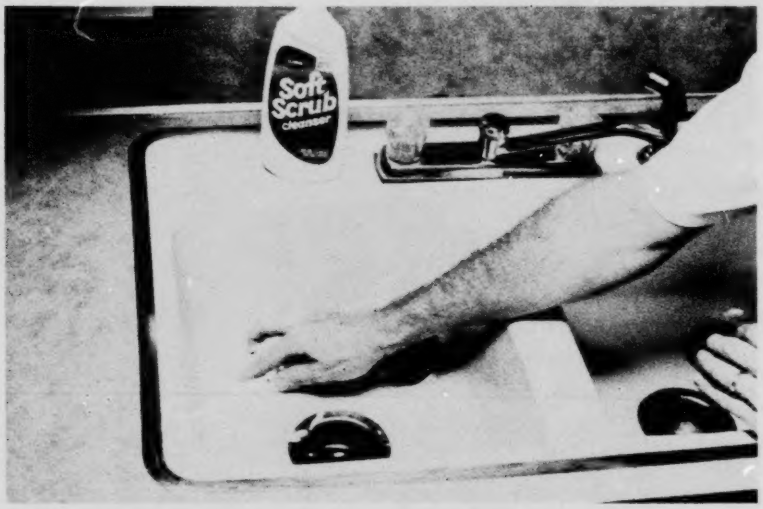
FIGURE 286



DD. Drain sink or dishpan and clean (Figure 287)

(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

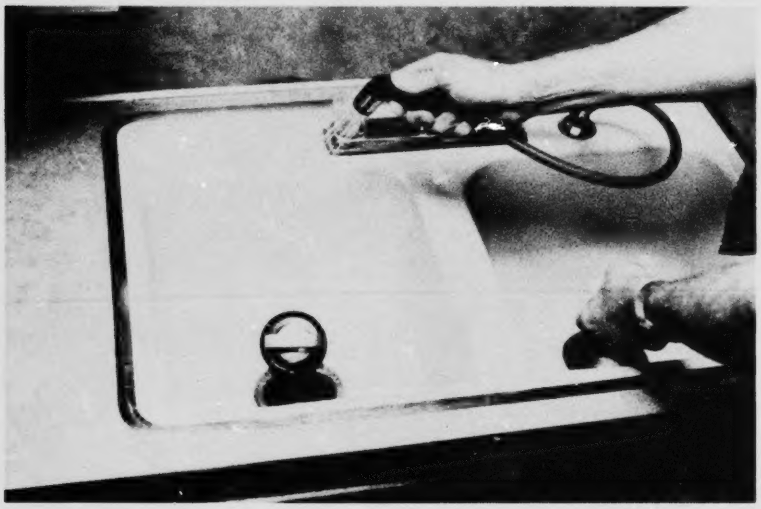
FIGURE 287



JOB SHEET #7

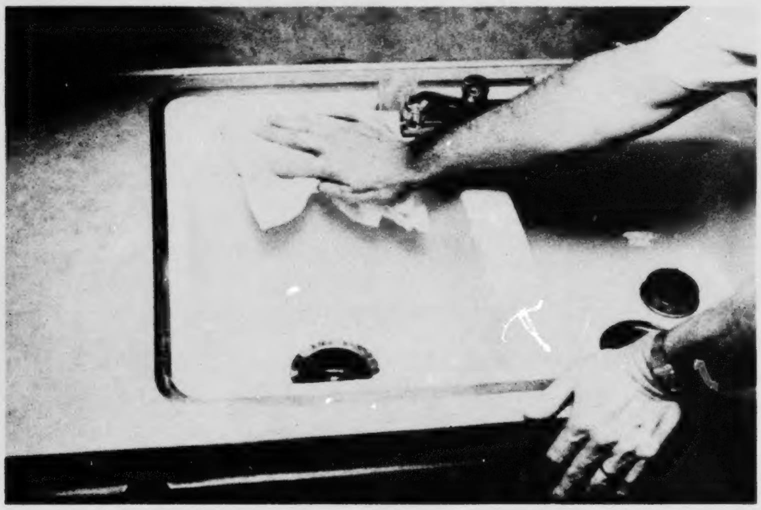
EE. Rinse sink or dishpan with clean water (Figure 288)

FIGURE 288



FF. Dry and polish with clean kitchen towel (Figure 289)

FIGURE 289

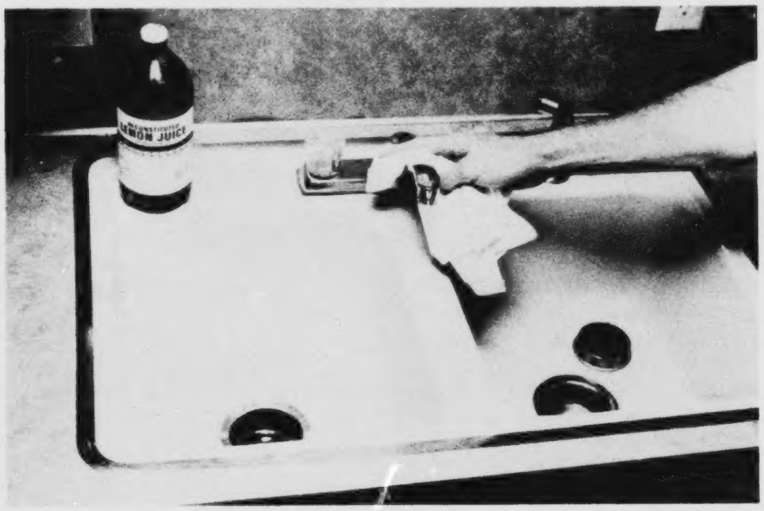


JOB SHEET #7

GG. Dry and polish sink faucet and handles, removing water spots (Figure 290)

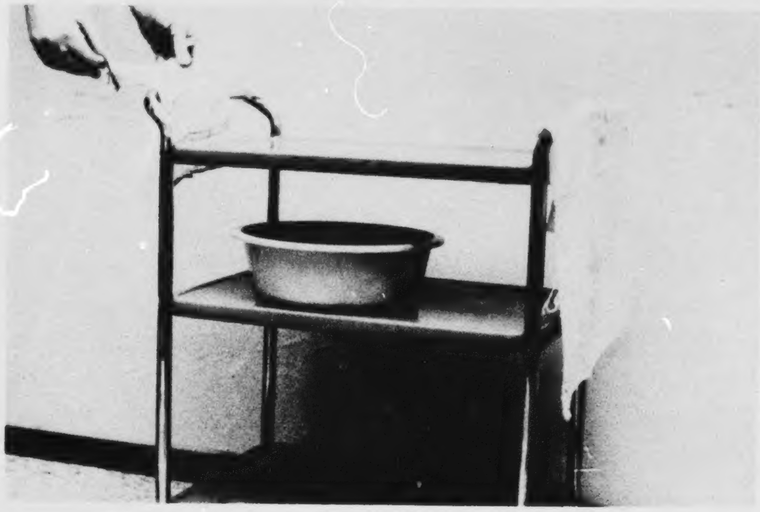
(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

FIGURE 290



HH. Rinse washing cloth and hang to dry; hang up kitchen towel (Figure 291)

FIGURE 291



KITCHEN CLEANING
UNIT II

JOB SHEET #8--CLEAN A GAS RANGE TOP

I. Equipment and supplies (Figure 292)

A. Gas range

B. Sink or dishpan

C. Dishwashing detergent

D. Laundry detergent (optional)

E. Household ammonia (optional)

F. Liquid paste cleanser

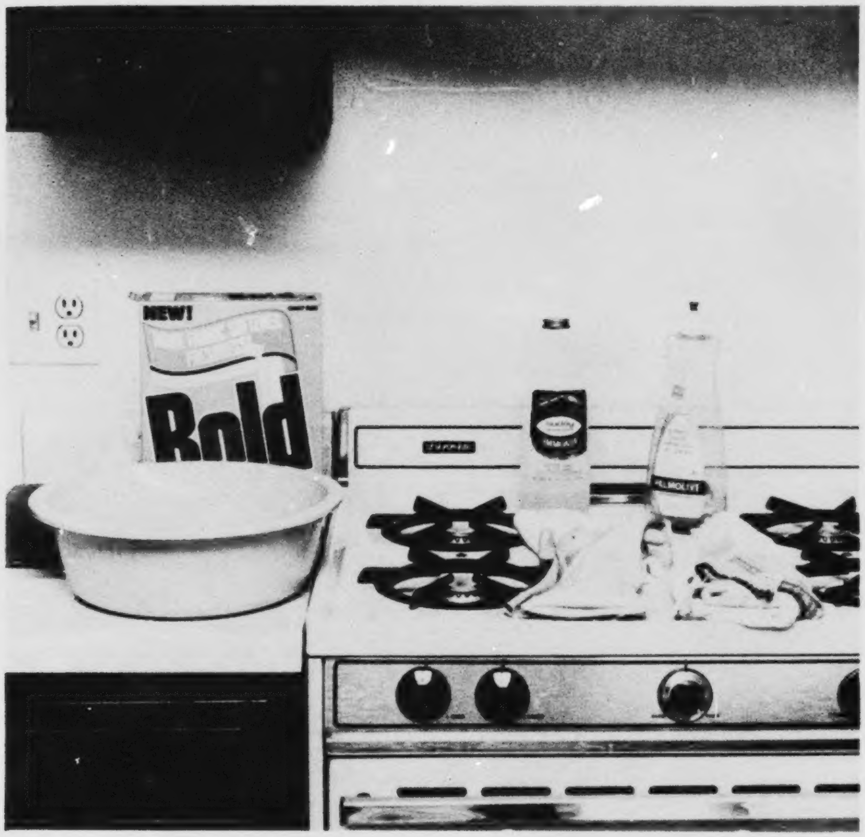
G. Paper towels

H. Washing cloth

I. Kitchen towel

J. Rubber gloves

FIGURE 292

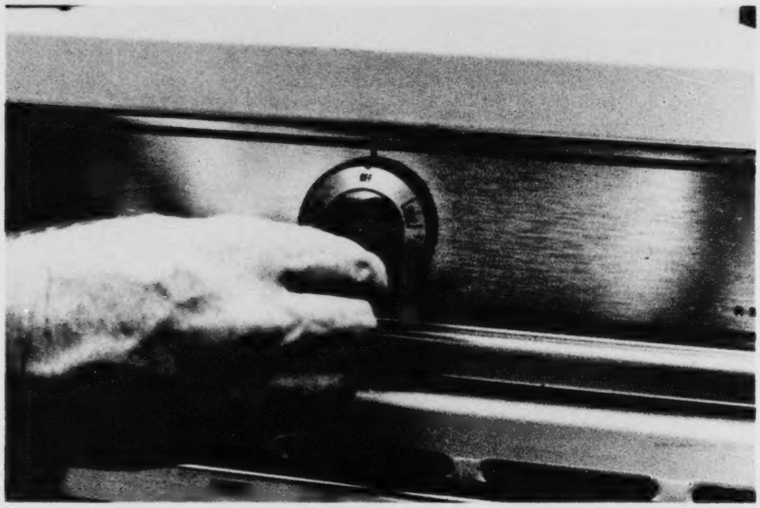


JOB SHEET #8

II. Procedure

A. Turn off burner control knobs (Figure 293)

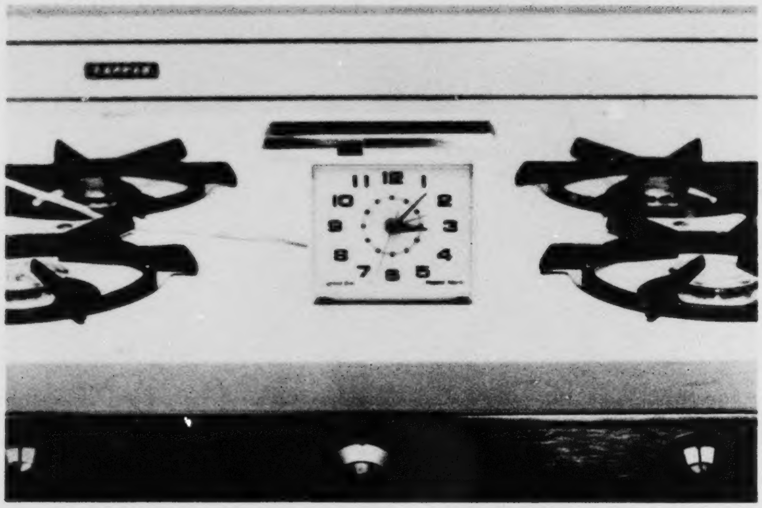
FIGURE 293



B. Let burners cool (Figure 294)

(NOTE: Burners could cool while you are washing dishes.)

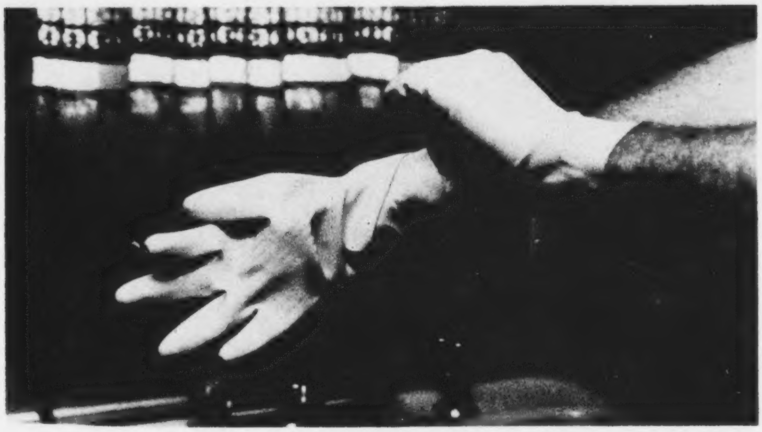
FIGURE 294



JOB SHEET #8

C. Put on rubber gloves (Figure 295)

FIGURE 295

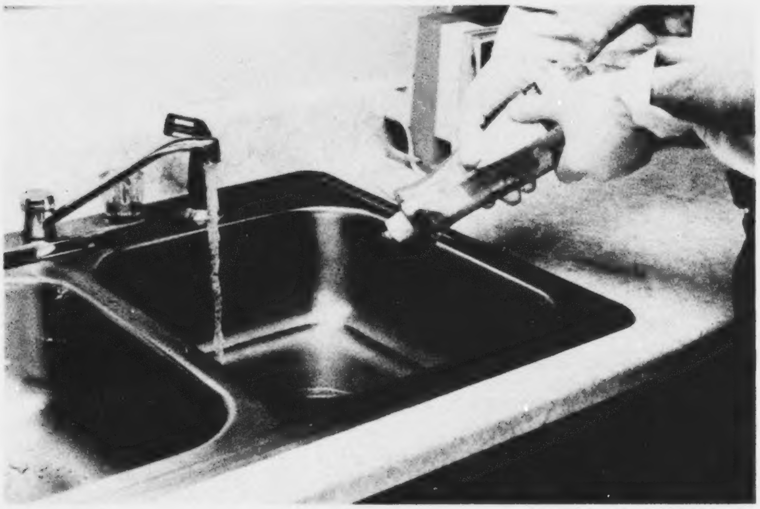


D. Fill sink or dishpan about two-thirds full with *hot* water and add dishwashing detergent or laundry detergent (Figure 296)

(NOTE: Follow manufacturer's instructions or check with supervisor for amount.)

(CAUTION: ALUMINUM BURNERS SHOULD NOT BE SOAKED IN A STRONG DETERGENT SOLUTION.)

FIGURE 296



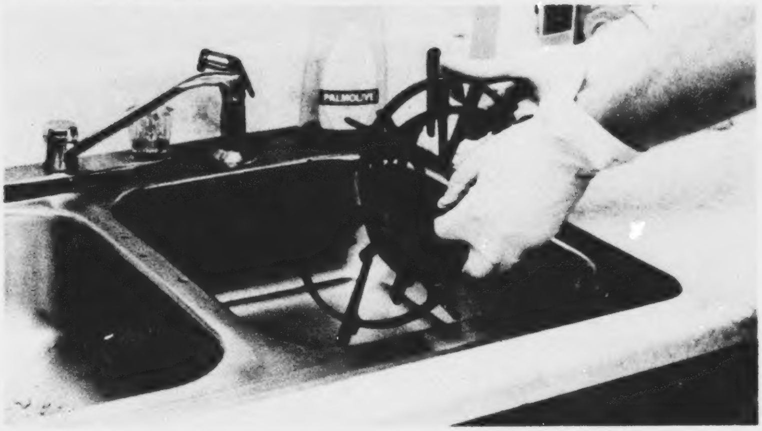
JOB SHEET #8

E. Remove removable items from range top and place in sink or dishpan in detergent solution to soak (Figure 297)

(NOTE: Remove grates, drip pans, and burners, if they are to be cleaned.)

(CAUTION: AVOID BURNING YOURSELF ON PILOT OR METAL SURFACE AROUND PILOT.)

FIGURE 297

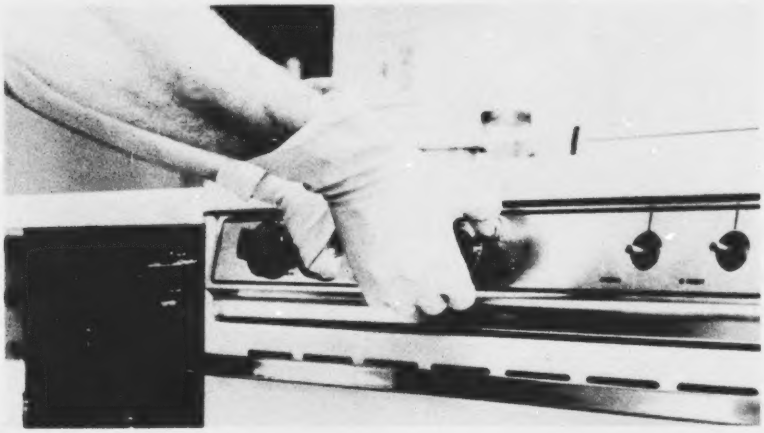


F. Remove control knobs if required, and add to items soaking in sink (Figure 298)

(NOTE: Some control knobs lift straight off and some do not.)

(CAUTION: USE CARE WHEN REMOVING KNOBS, OR THEY MAY BECOME PERMANENTLY DAMAGED.)

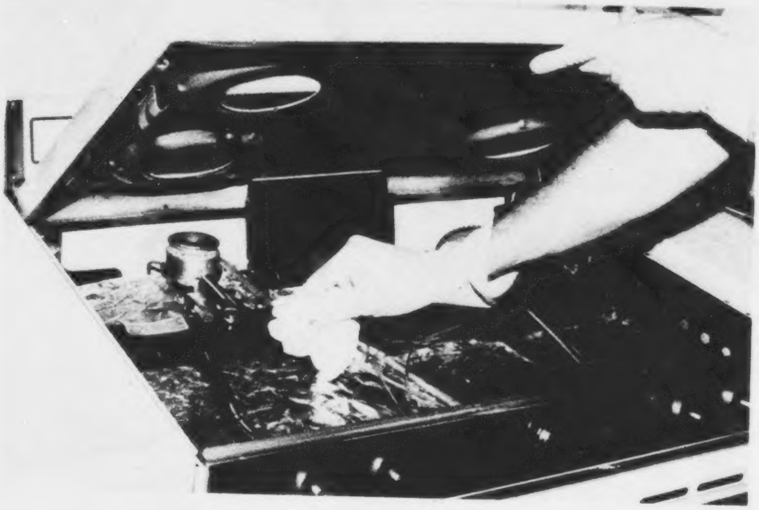
FIGURE 298



JOB SHEET #8

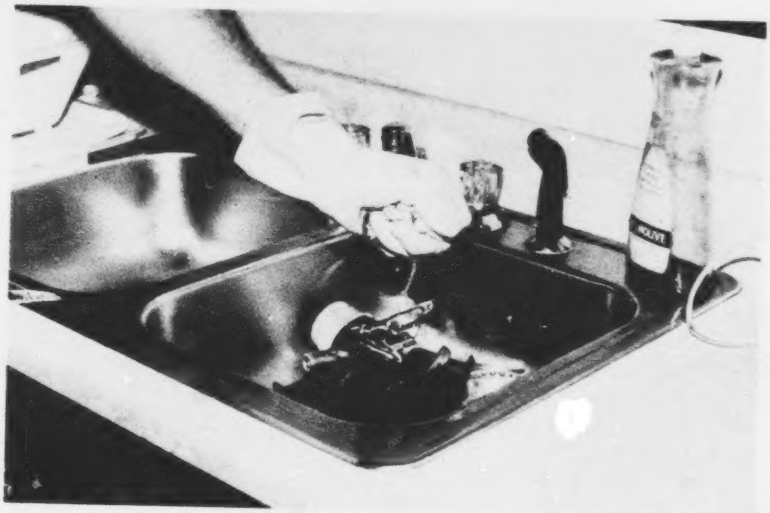
G. With a paper towel, remove grease spills and food particles from under burners and range top; throw away towel (Figure 299)

FIGURE 299



H. Wet a washing cloth in the hot solution that the removable parts were soaking in; wring out (Figure 300)

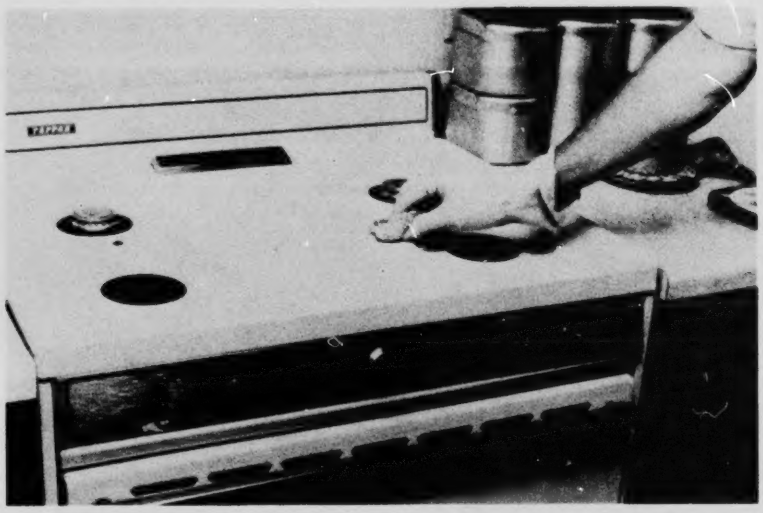
FIGURE 300



JOB SHEET #8

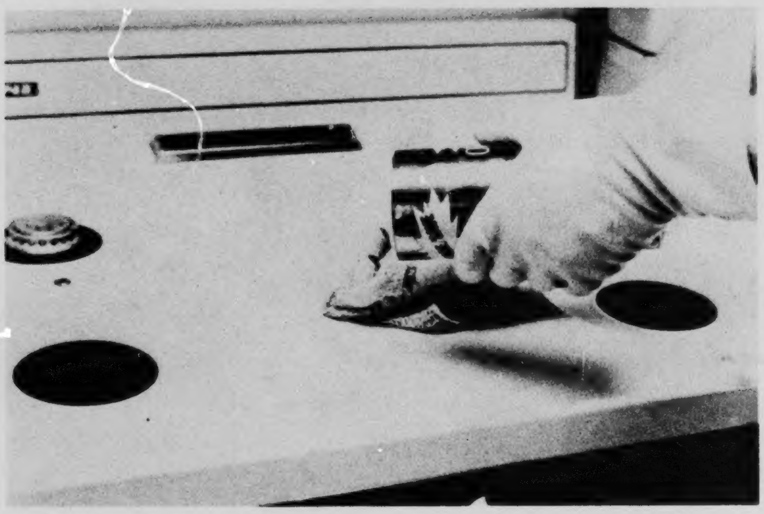
I. Wipe range top, trim, and knobs with the wet washing cloth (Figure 301)

FIGURE 301



J. Apply small amount of liquid paste cleanser on stubborn soiled parts and rub gently (Figure 302)

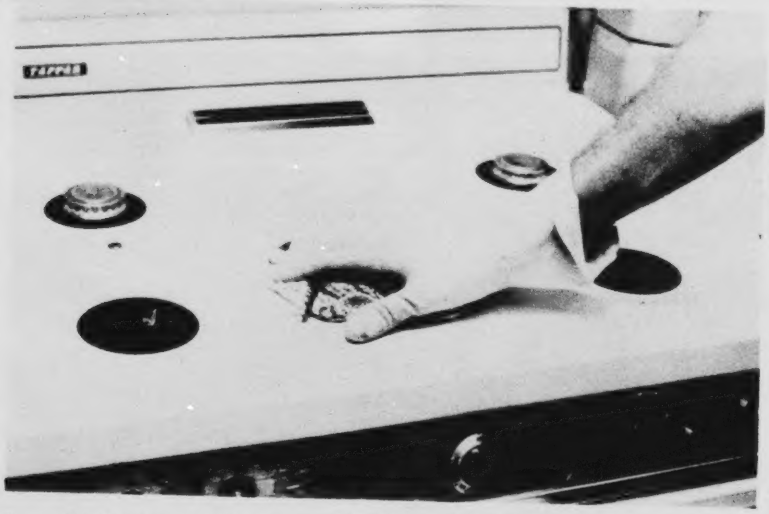
FIGURE 302



JOB SHEET #8

K. Rinse washing cloth in detergent solution and thoroughly rinse area where liquid paste cleanser was used (Figure 303)

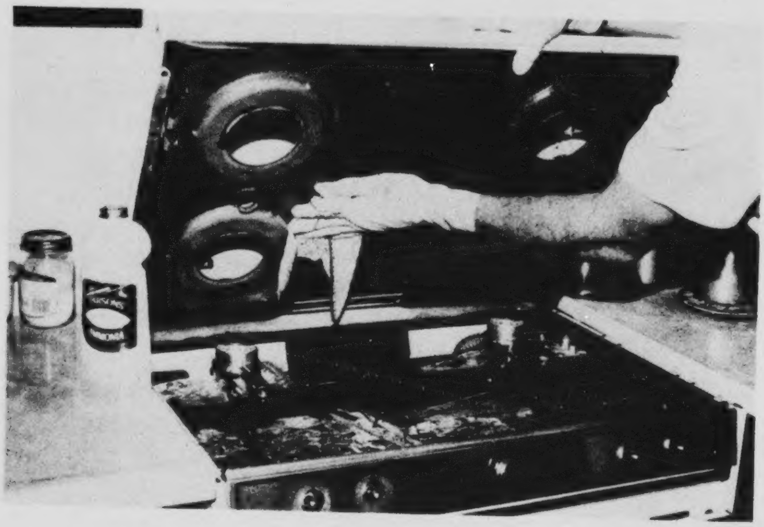
FIGURE 303



L. Wash area under burners using washing cloth dipped in detergent solution and wrung out (Figure 304)

(NOTE: For extra greasy areas, a solution of household ammonia and hot water may be used.)

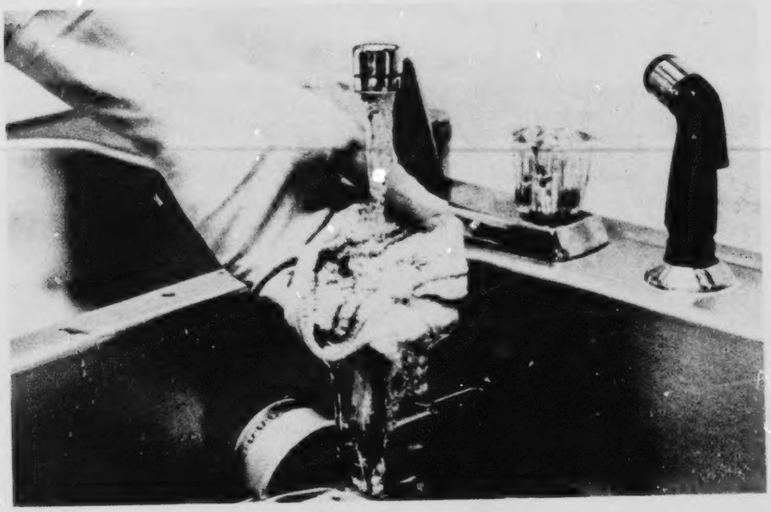
FIGURE 304



JOB SHEET #8

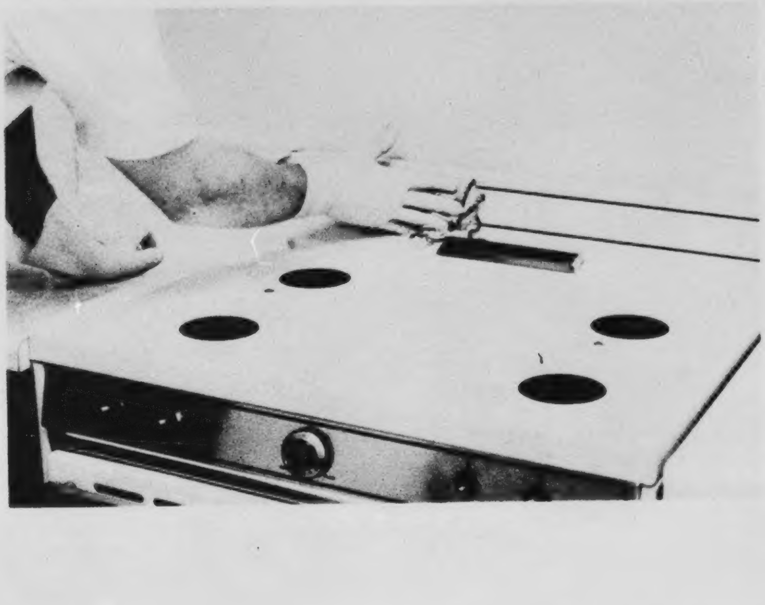
M. Rinse out washing cloth in clean, warm water and wring out (Figure 305)

FIGURE 305



N. Rinse entire range top, rinsing out washing cloth in clean, warm water when necessary (Figure 306)

FIGURE 306

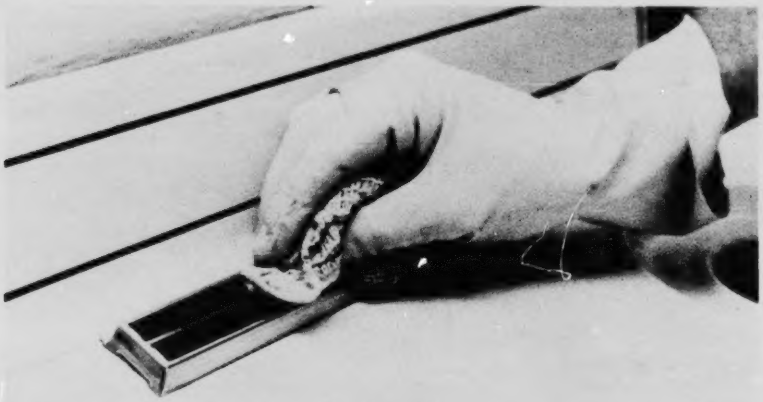


JOB SHEET #8

O. Check corners and crevices of range top, and check underneath burners for spills and missed food particles (Figure 307)

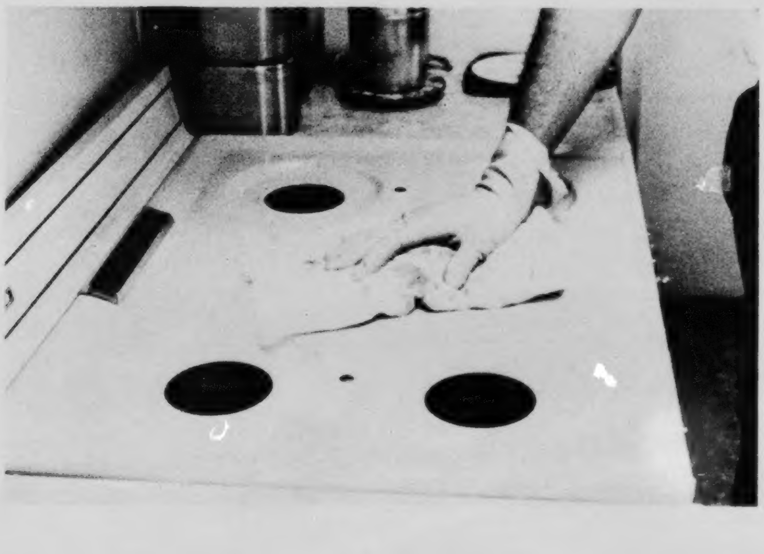
(NOTE: Some range tops lift up, exposing area underneath burners.)

FIGURE 307



P. Dry and polish range top and trim with clean, dry kitchen towel or paper toweling (Figure 308)

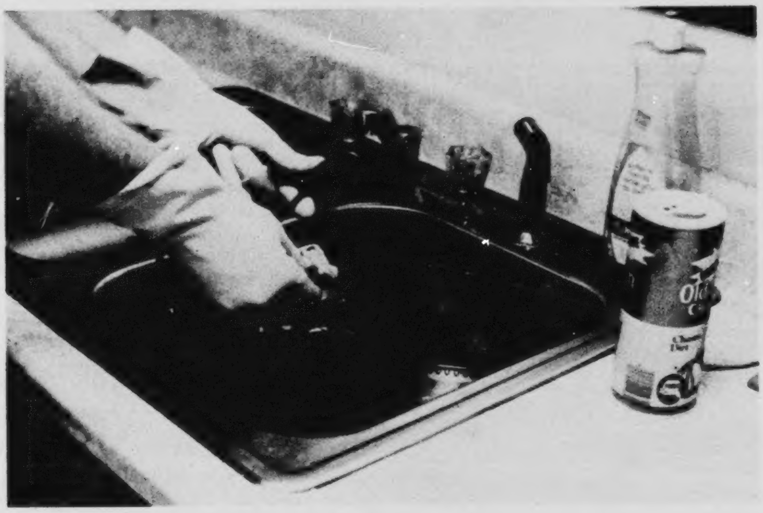
FIGURE 308



JOB SHEET #8

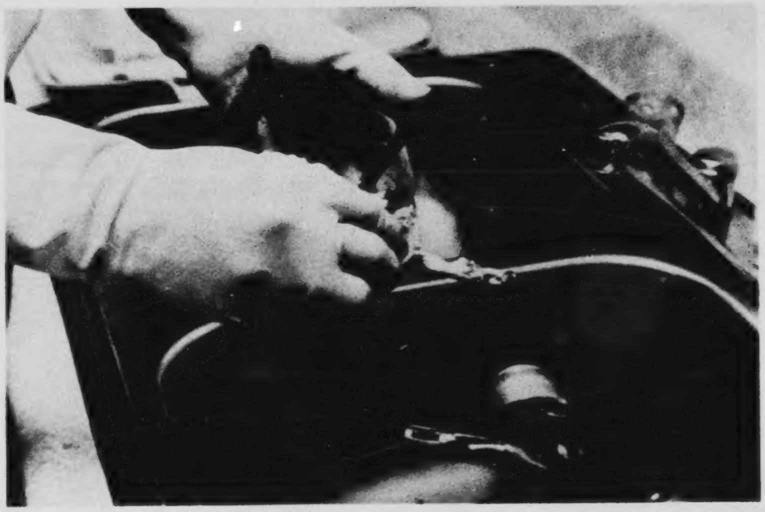
Q. Scrub with washing cloth or scrubbing pad items that are soaking (Figure 309)

FIGURE 309



R. Sprinkle liquid paste cleanser on hard-to-remove stains and food deposits, and scrub with scrubbing pad (Figure 310)

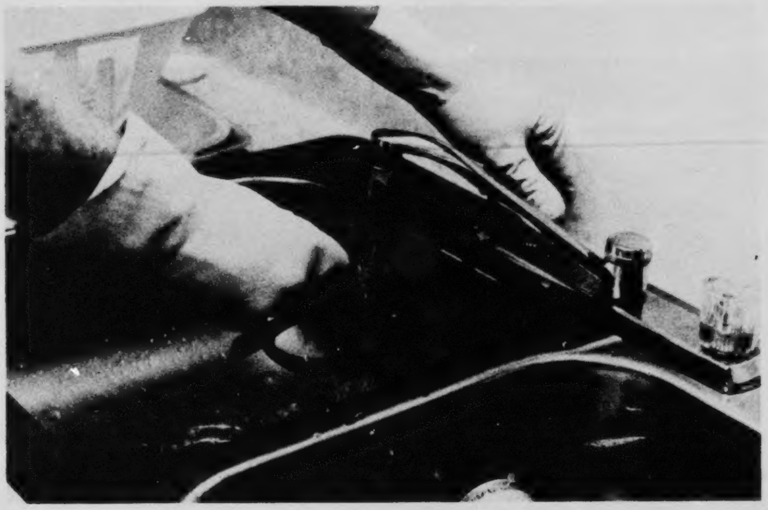
FIGURE 310



JOB SHEET #8

S. Rinse items in *hot* rinse water (Figure 311)

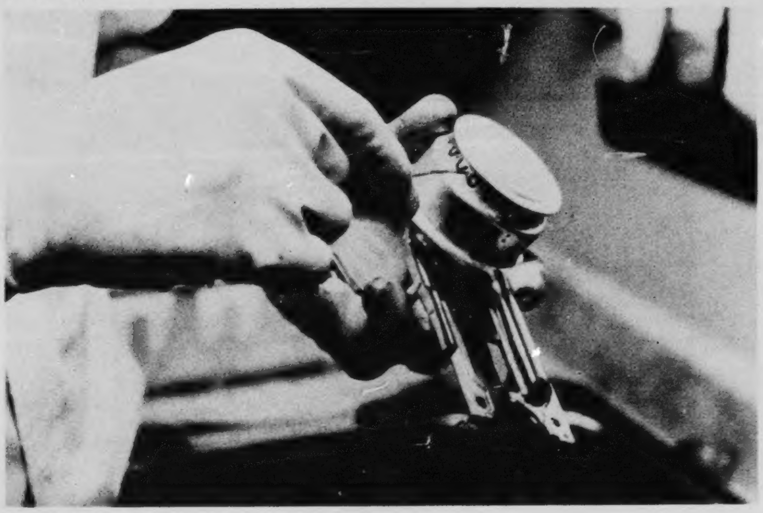
FIGURE 311



T. Check holes in burner heads for blockage (Figure 312)

(NOTE: Clogged holes can be cleared with a fine wire, hairpin, or paper clip.)

FIGURE 312

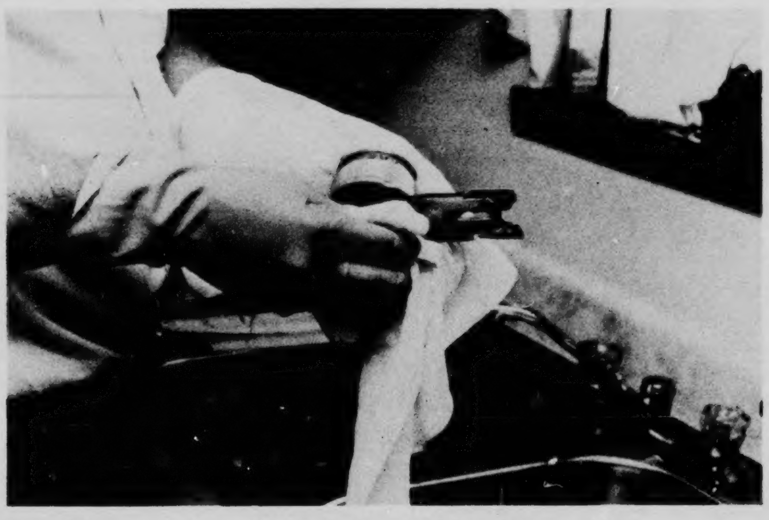


JOB SHEET #8

U. Dry each item with kitchen towel (Figure 313)

(NOTE: Burners can be put in warm oven [300°F] to dry.)

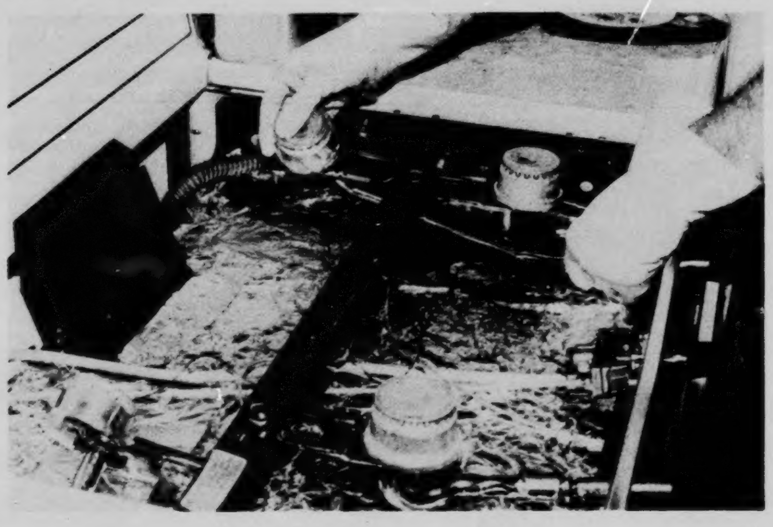
FIGURE 313



V. Return each item to its proper position (Figure 314)

(NOTE: Check pilot mixing tubes for correct position.)

FIGURE 314

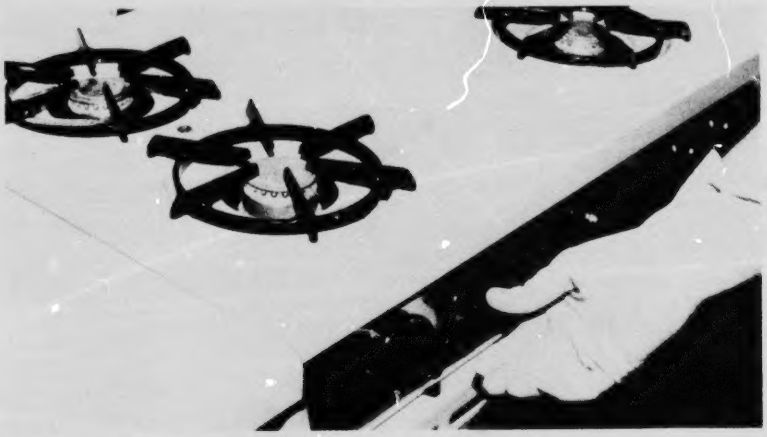


JOB SHEET #8

W. Light each burner and check for proper operation (Figure 315)

(NOTE: If burner does not light, check to see if pilot went out during cleaning.)

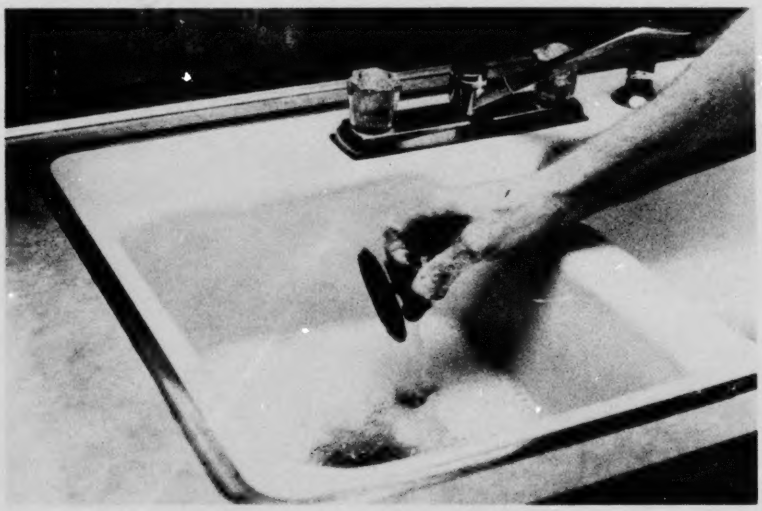
FIGURE 315



X. Drain sink or dishpan and clean (Figure 316)

(NOTE: Liquid paste cleanser and light rubbing may have to be used on sink to remove black marks and heavily soiled areas.)

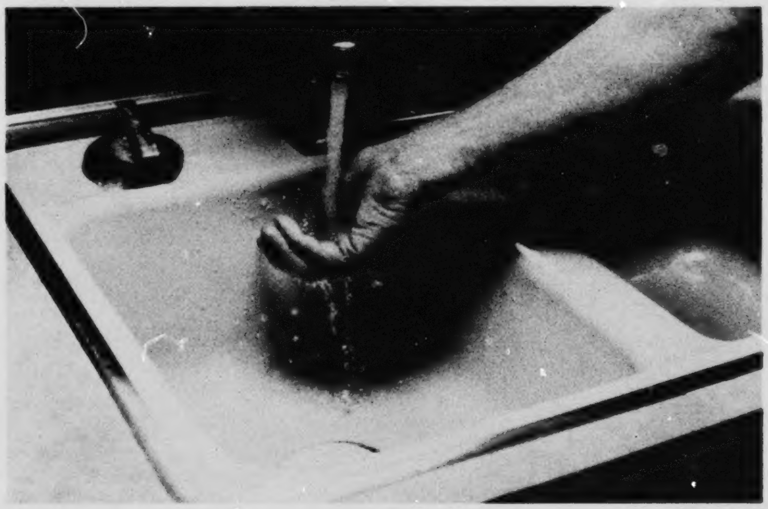
FIGURE 316



JOB SHEET #8

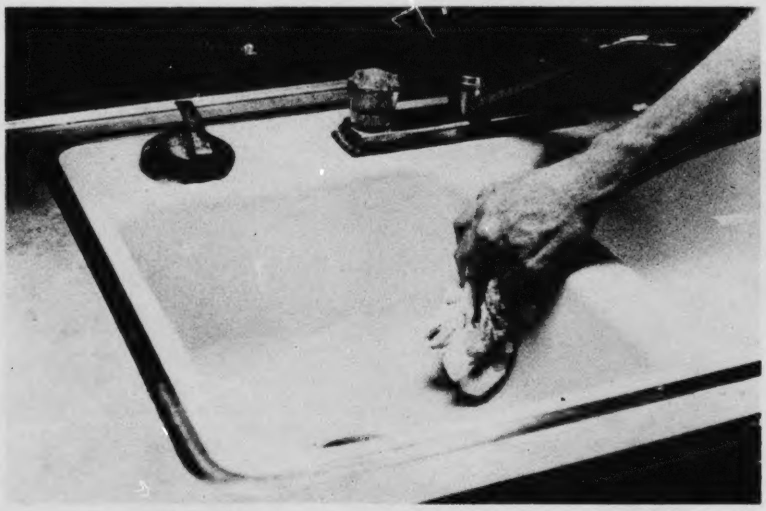
Y. Rinse sink or dishpan with clean water (Figure 317)

FIGURE 317



Z. Dry and polish with clean kitchen towel (Figure 318)

FIGURE 318

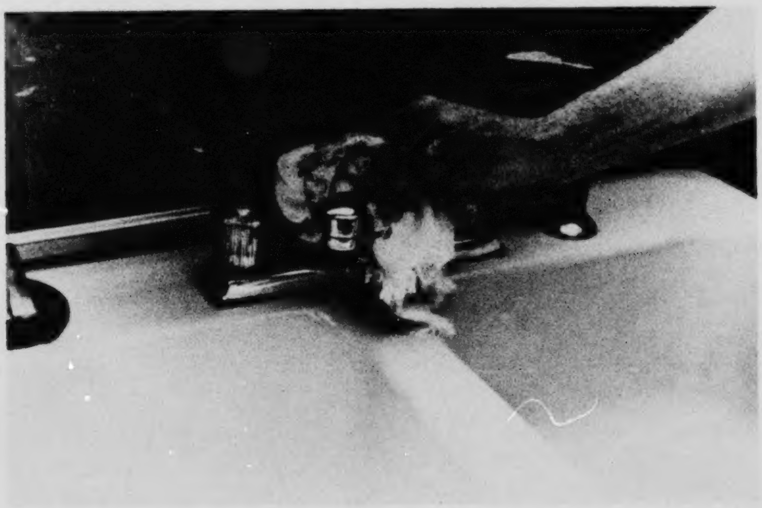


JOB SHEET #8

AA. Dry and polish faucet and handles, removing water spots (Figure 319)

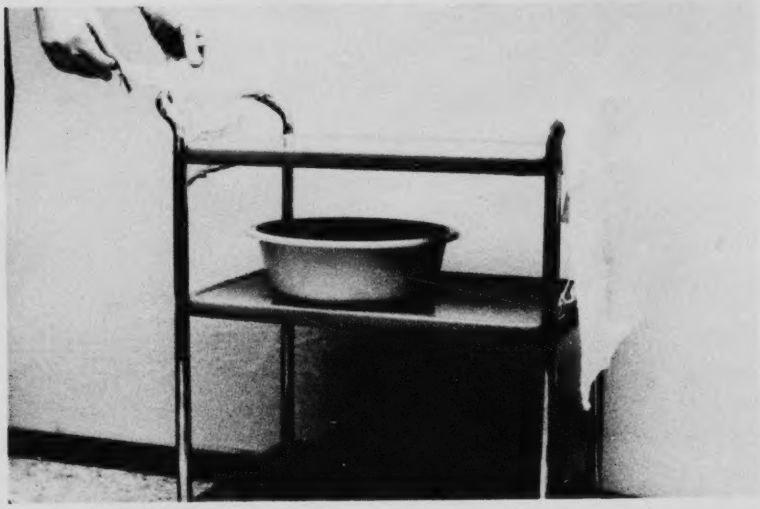
(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

FIGURE 319



BB. Rinse washing cloth and hang to dry; hang up kitchen towel (Figure 320)

FIGURE 320



KITCHEN CLEANING
UNIT II

JOB SHEET #9--CLEAN A CONVENTIONAL OVEN

I. Equipment and supplies (Figure 321)

A. Range oven

B. Chemical oven cleaner

C. Newspapers

D. Washing cloths

E. Kitchen towels

F. Paper towels

G. Sink or dishpan

H. Dishwashing detergent

I. Laundry detergent (optional)

J. Rubber gloves

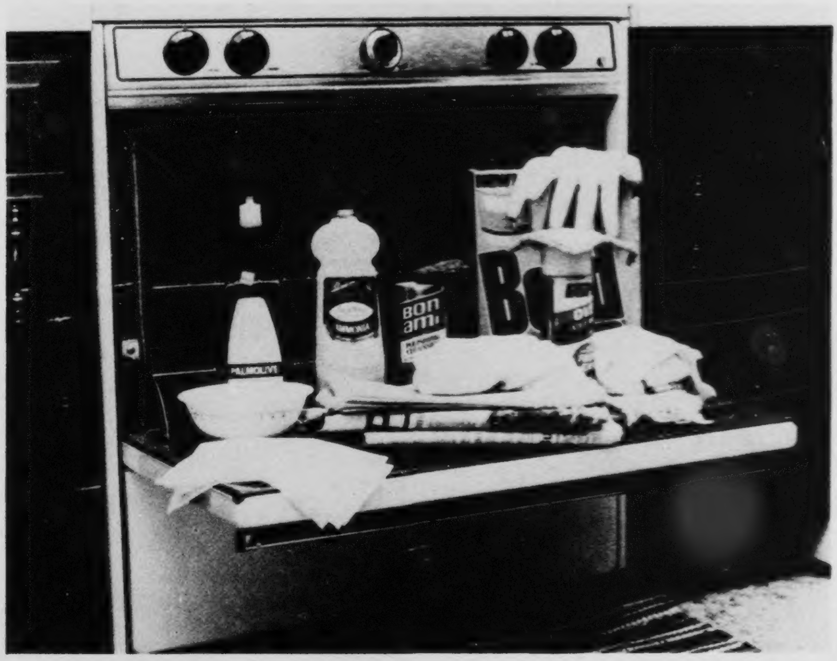
K. Household ammonia

L. Small bowl

M. Scrubbing pad

N. Potholder

FIGURE 321



JOB SHEET #9

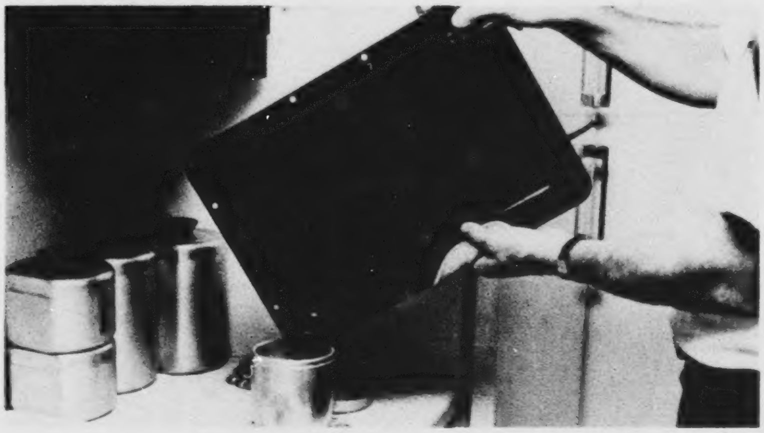
II. Procedure for daily cleaning after use

A. Remove broiler pan after use and pretreat before washing

1. Pour grease into waste container (empty can) while it is hot (Figure 322)

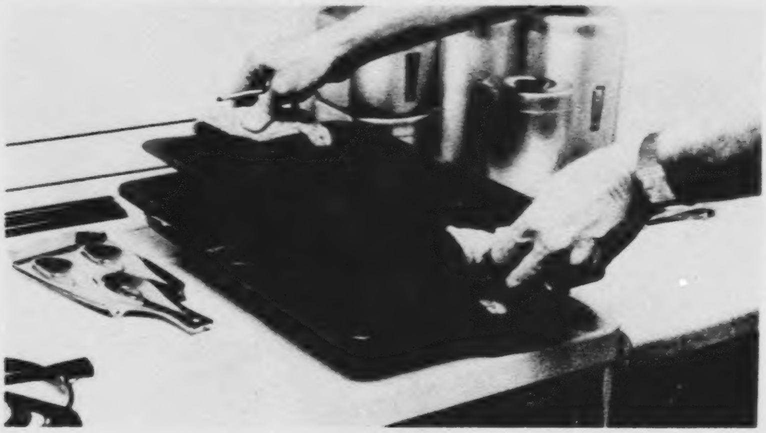
   (CAUTION: USE POTHOLDER TO PROTECT AGAINST BURNING YOURSELF.)

FIGURE 322



2. Place grill in broiler pan (Figure 323)

FIGURE 323

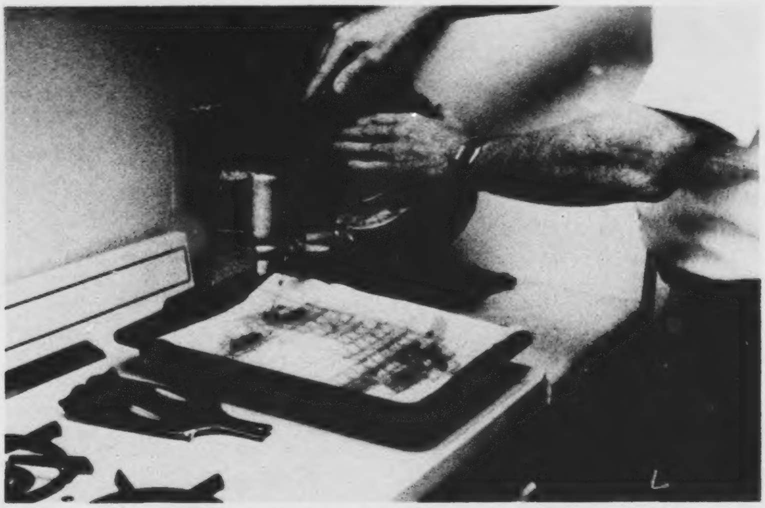


JOB SHEET #9

5. Pour *hot* water over grill, soaking the towel (Figure 326)

   (NOTE: Do not overfill the pan.)

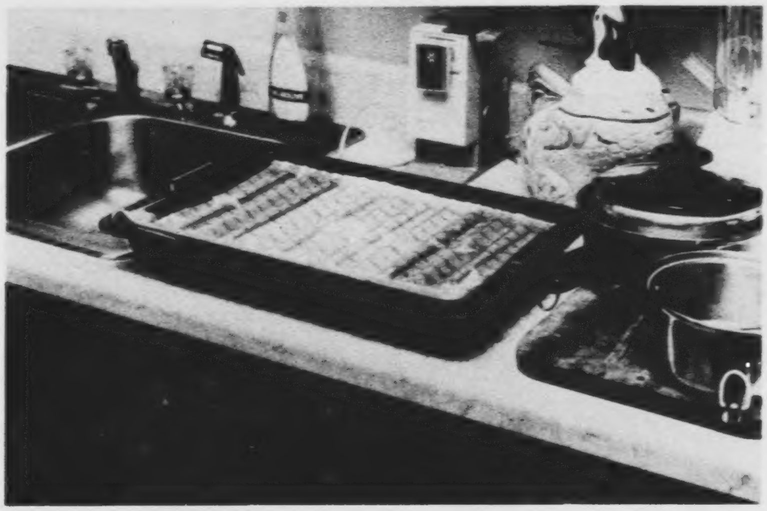
FIGURE 326



6. Let broiler pan and grill soak (Figure 327)

   (NOTE: Wash broiler unit with pots and pans [Job Sheet #1].)

FIGURE 327

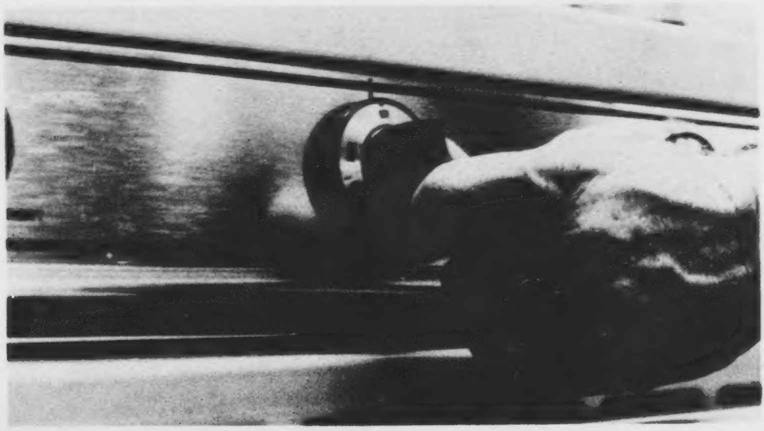


JOB SHEET #9

B. Turn oven control knob to "off" and let oven cool (Figure 328)

(NOTE: Some finishes will crack if wet-cleaned when they are hot.)

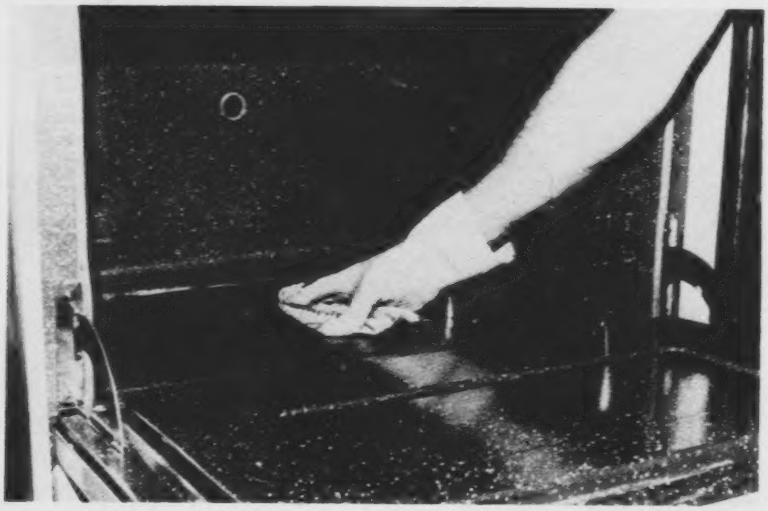
FIGURE 328



C. Damp wipe any spills, splatters, and food crumbs from inside oven using washing cloth dipped in detergent solution and wrung out (Figure 329)

(NOTE: The oven may be damp cleaned during routine kitchen cleaning as part of dishwashing task.)

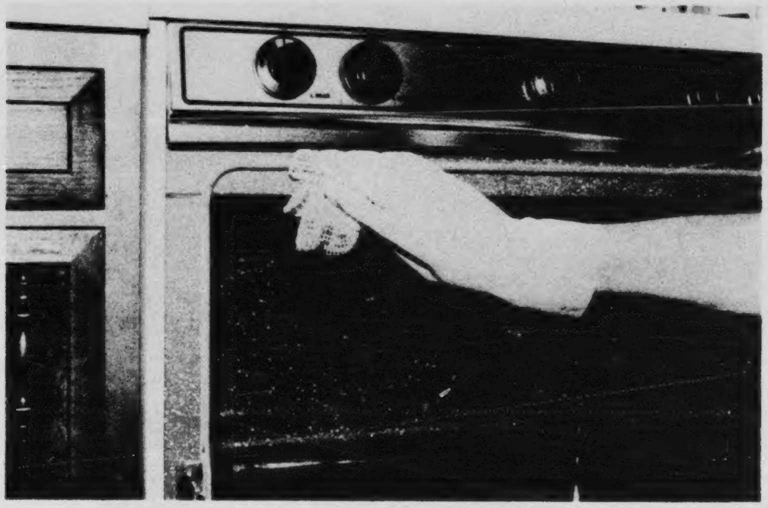
FIGURE 329



JOB SHEET #9

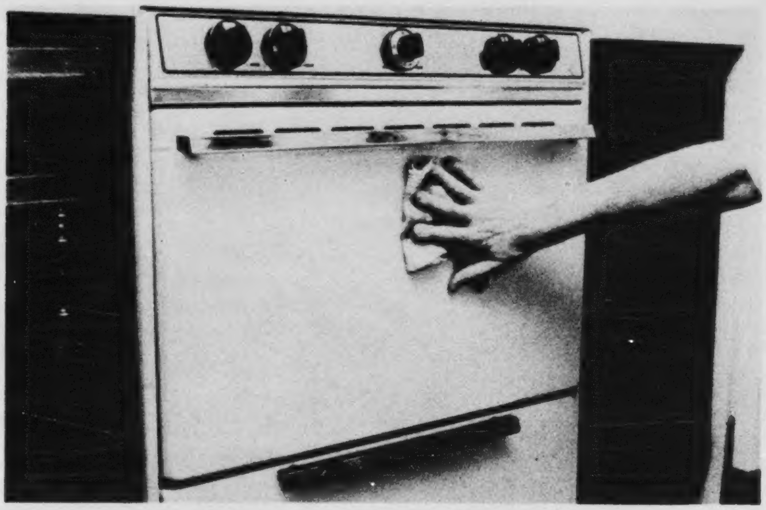
D. Damp wipe inside of oven door and door gasket with washing cloth dipped in detergent solution and wrung out (Figure 330)

FIGURE 330



E. Damp wipe outside of oven and oven door with washing cloth dipped in detergent solution and wrung out (Figure 331)

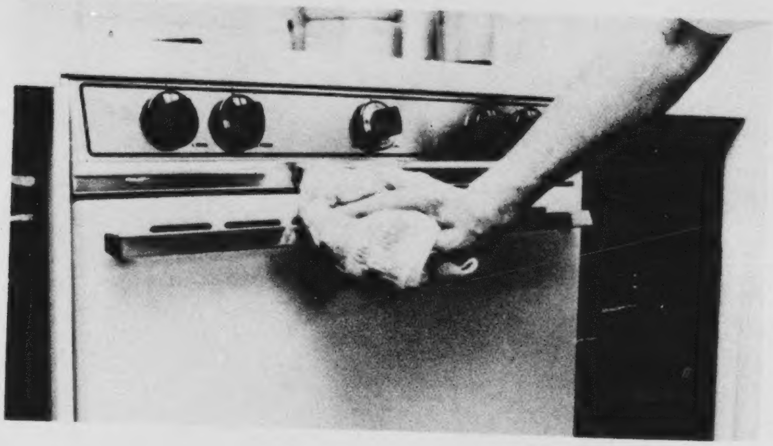
FIGURE 331



JOB SHEET #9

F. Dry and polish door glass, trim, and any streaked areas with dry kitchen towel (Figure 332)

FIGURE 332



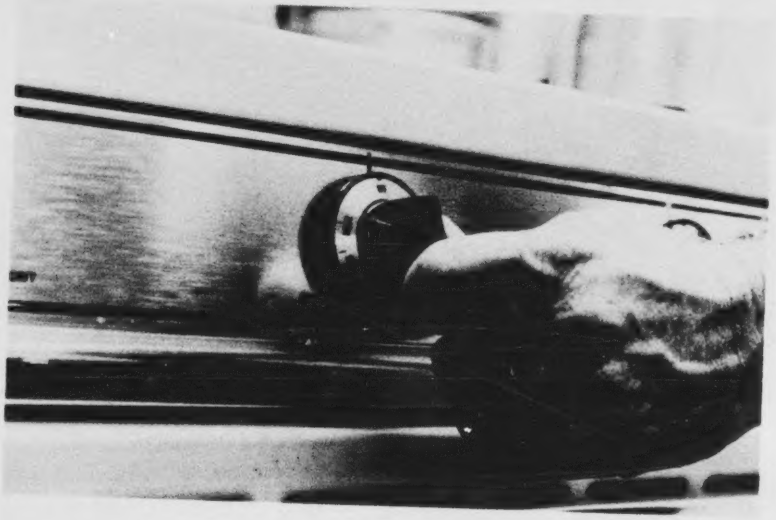
III. Procedure for deep cleaning with chemical cleaners

(NOTE: This procedure should not be used on self-cleaning or continuous-cleaning ovens.)

A. Turn temperature control knobs to "off" and let oven cool (Figure 333)

(NOTE: Some chemical oven cleaners must be applied to a heated oven. Follow manufacturer's directions.)

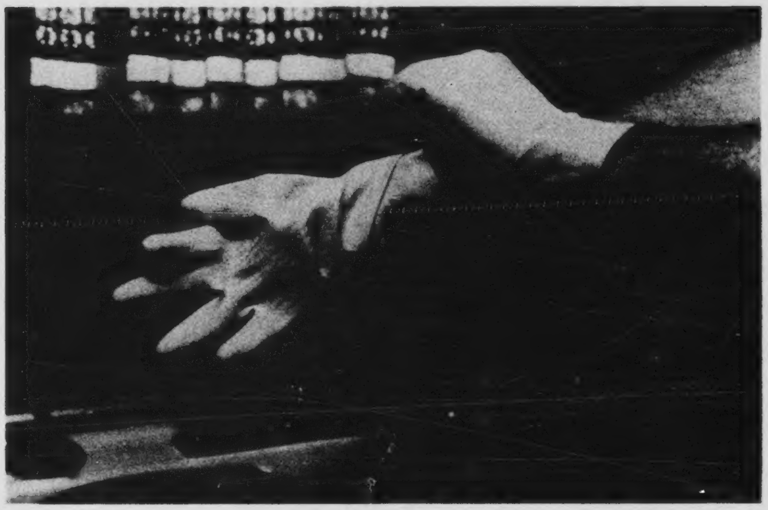
FIGURE 333



JOB SHEET #9

B. Put on rubber gloves (Figure 334)

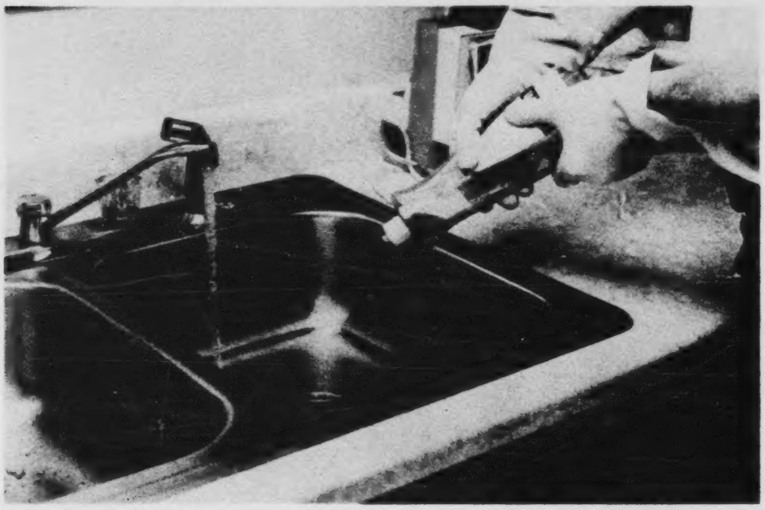
FIGURE 334



C. Fill sink or dishpan two-thirds full with *hot* water, and add dishwashing or laundry detergent (Figure 335)

(NOTE: The bathtub could be used for this task.)

FIGURE 335

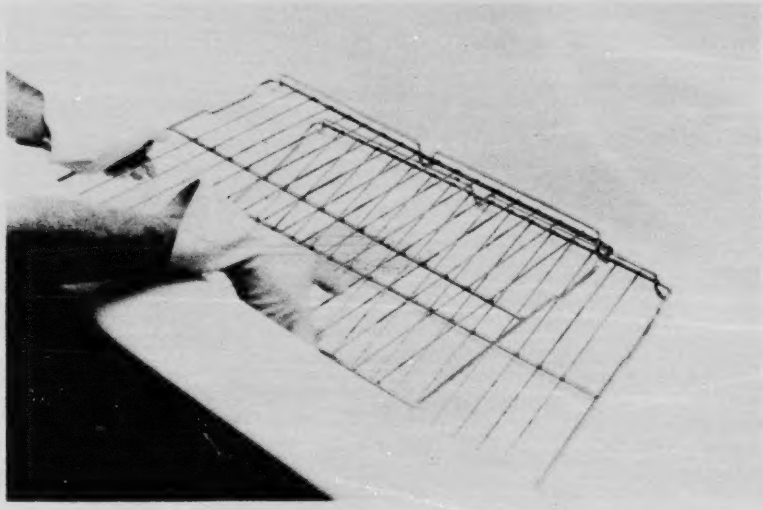


JOB SHEET #9

D. Remove racks, trays, or pans from oven and place in detergent solution to soak (Figure 336)

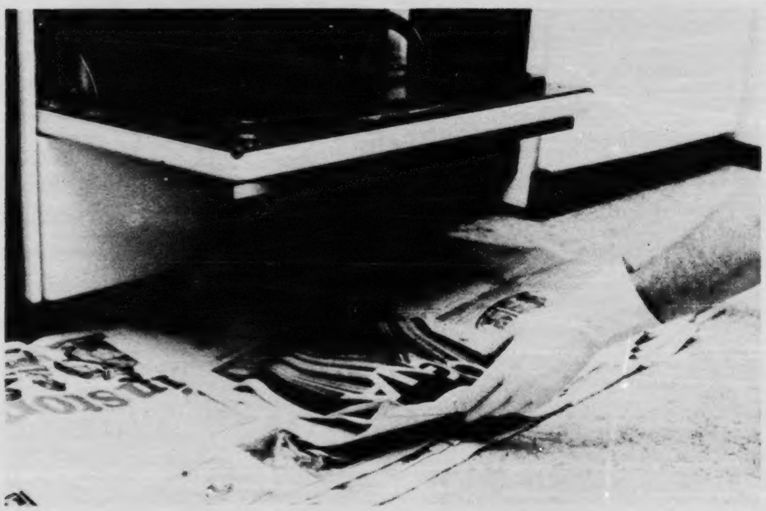
(NOTE: The longer these items soak, the easier they are to clean.)

FIGURE 336



E. Place several thicknesses of newspaper or other suitable floor covering in front of oven to protect floor (Figure 337)

FIGURE 337



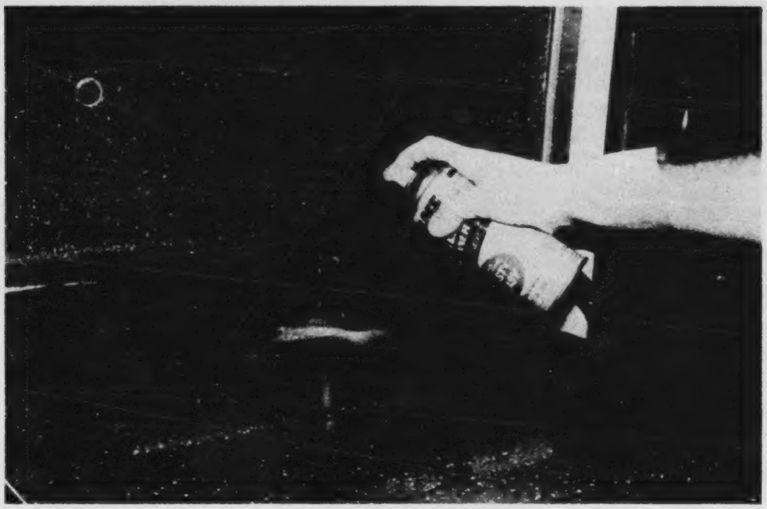
JOB SHEET #9

F. Spray or brush oven cleaner carefully on inside top, back, sides, bottom, and oven door inside surfaces (Figure 338)

(NOTE: Follow manufacturer's directions.)

(CAUTION: SAFEGUARD AGAINST SPILLS AND SPLATTERS. MOST OVEN CLEANERS ARE VERY STRONG AND CAN CAUSE PERSONAL INJURY AND PERMANENTLY DAMAGE THE FINISH ON MOST SURFACES.)

FIGURE 338



G. Allow cleaner enough time to soak and become chemically effective on heavily soiled areas

(NOTE: Follow manufacturer's directions.)

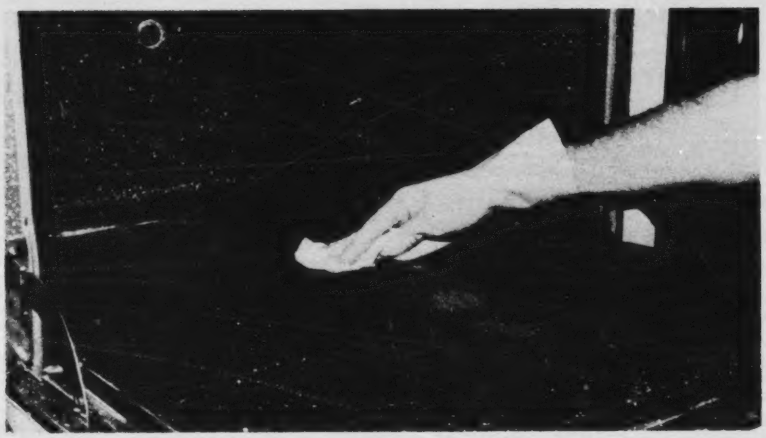
JOB SHEET #9

H. Wipe grease and grime from oven surfaces, using paper towels or dry, throwaway cleaning cloths (Figure 339)

(NOTE: If grease or grime does not wipe off easily, apply more cleaner to needed areas and allow more soaking time.)

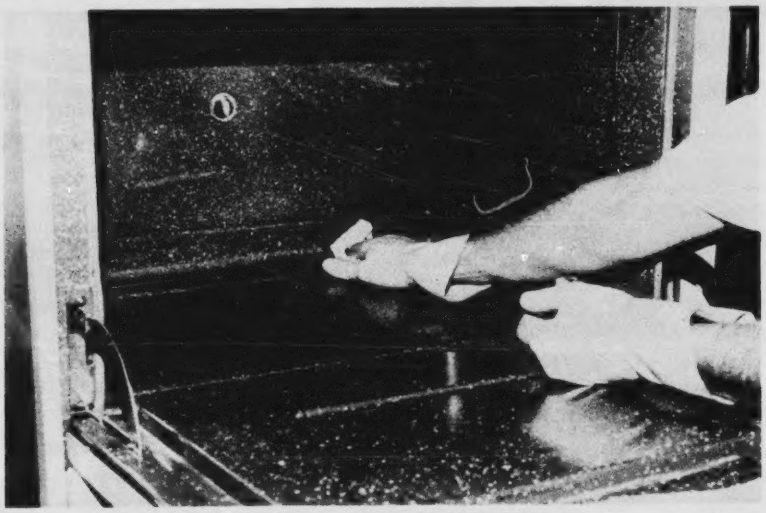
(CAUTION: DISCARD USED TOWELS OR CLOTHS INTO A PAPER BAG OR LINED WASTEBASKET.)

FIGURE 339



I. Using paper towels or throwaway cleaning cloths, continue to wipe off oven surfaces until all grease and grime is gone (Figure 340)

FIGURE 340

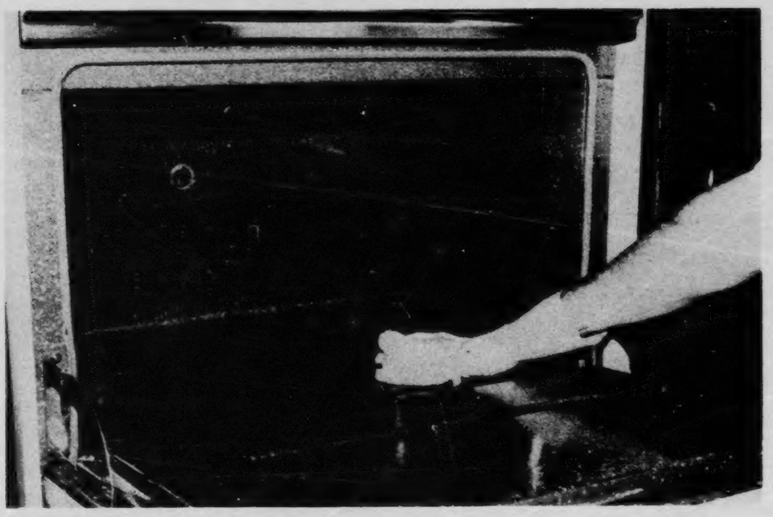


JOB SHEET #9

J. Rinse off all excess oven cleaner using an old towel dipped in clean water or wet under faucet and wrung out (Figure 341)

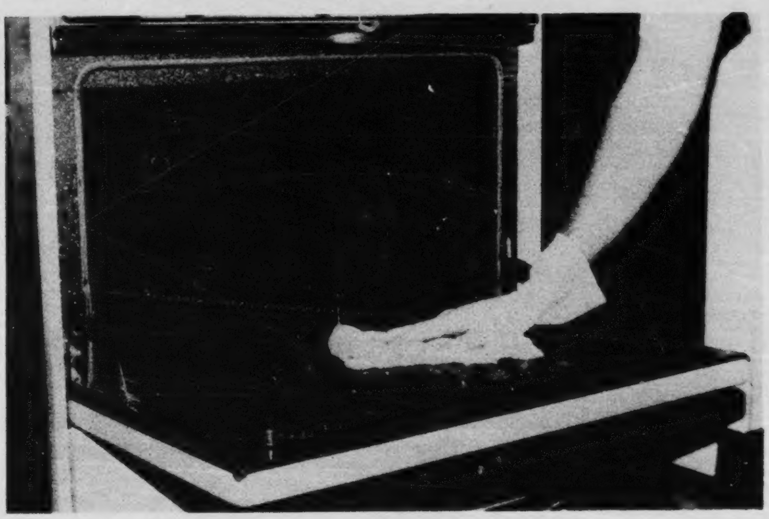
(NOTE: Rinse towel under sink faucet as needed.)

FIGURE 341



K. Dry inside of oven with paper towels or old kitchen towel (Figure 342)

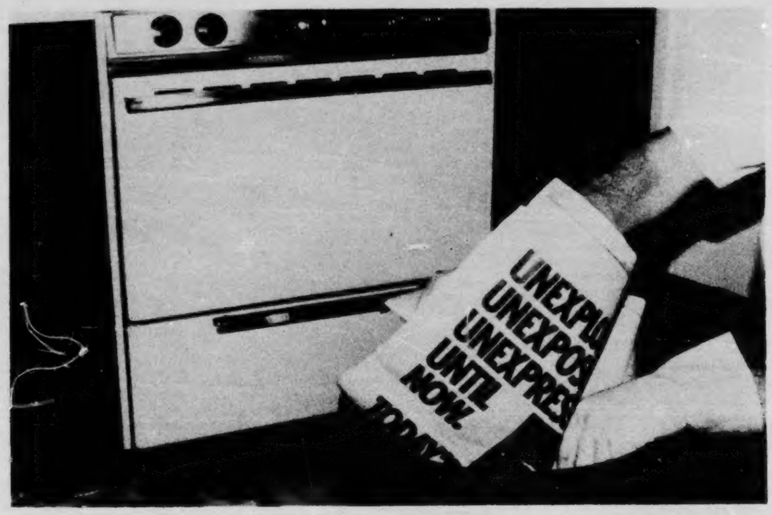
FIGURE 342



JOB SHEET #9

L. Pick up newspapers from floor and throw away (Figure 343)

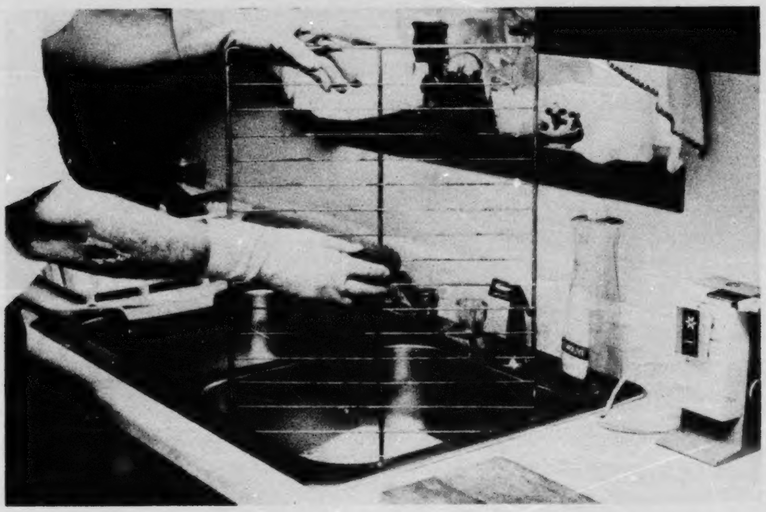
FIGURE 343


UNEXPLO
UNEXPOS
UNEXPRES
UNTIL
NOW.
TODAY

M. Using washing cloth or scrubbing pad, wash racks, pans, and trays that have been soaking (Figure 344)

(NOTE: If items were heavily soiled, they may require the same chemical treatment as the inside of oven.)

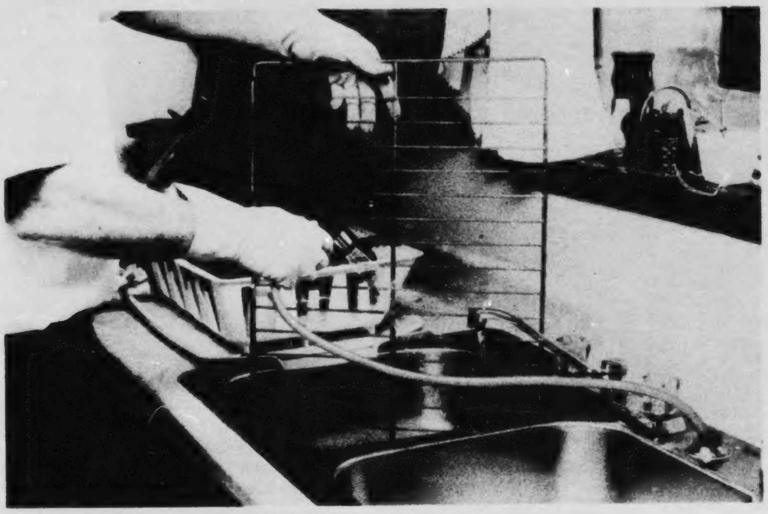
FIGURE 344



JOB SHEET #9

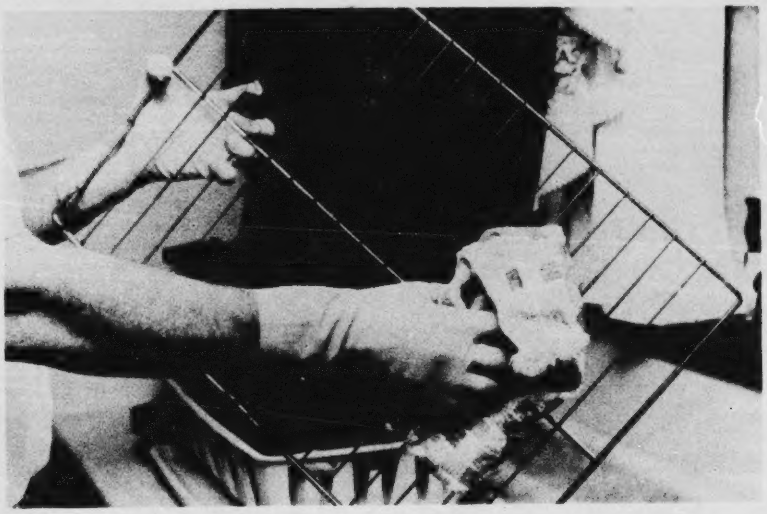
N. Rinse items in sink or dishpan using washing cloth or sprayer (Figure 345)

FIGURE 345



O. Dry racks, pans, and trays with kitchen towel and return to oven (Figure 346)

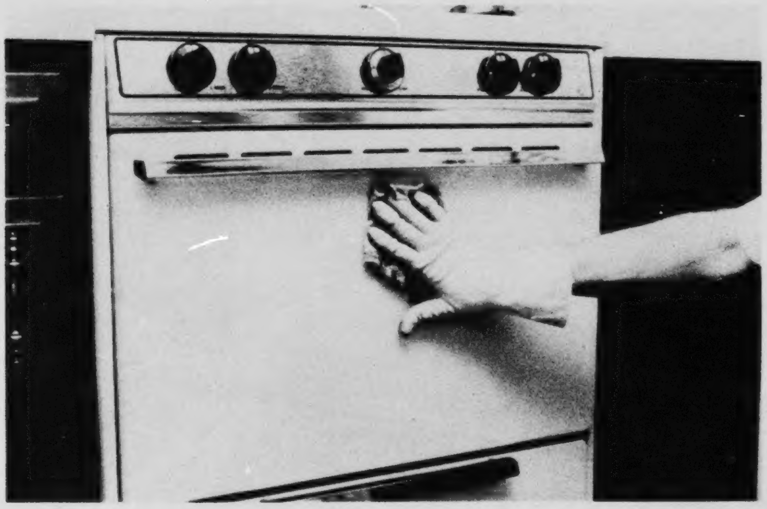
FIGURE 346



JOB SHEET #9

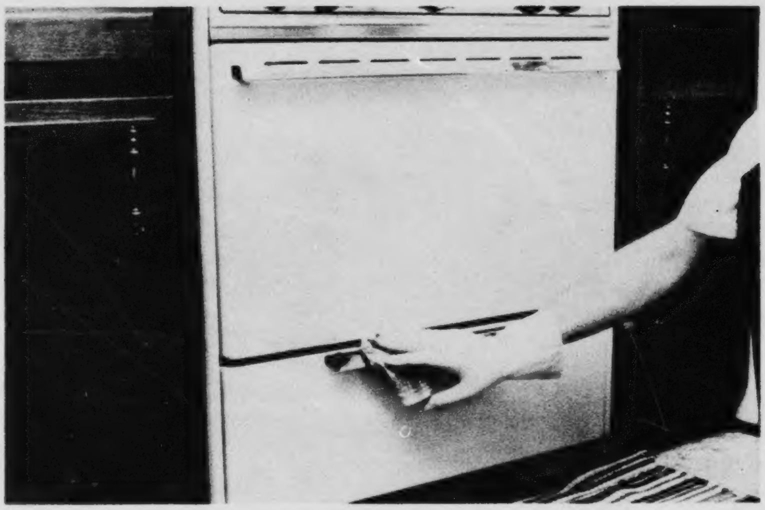
P. Clean outside of oven with washing cloth dipped in detergent solution (Figure 347)

FIGURE 347



Q. Rinse outside of oven with washing cloth rinsed out in clean water (Figure 348)

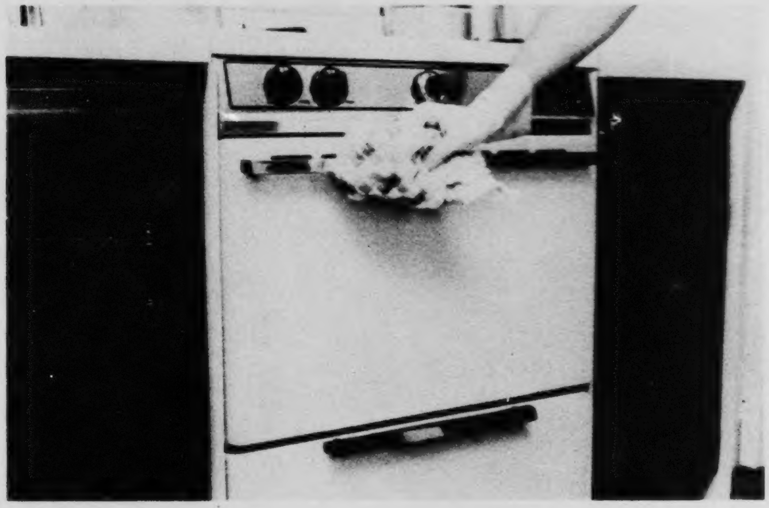
FIGURE 348



JOB SHEET #9

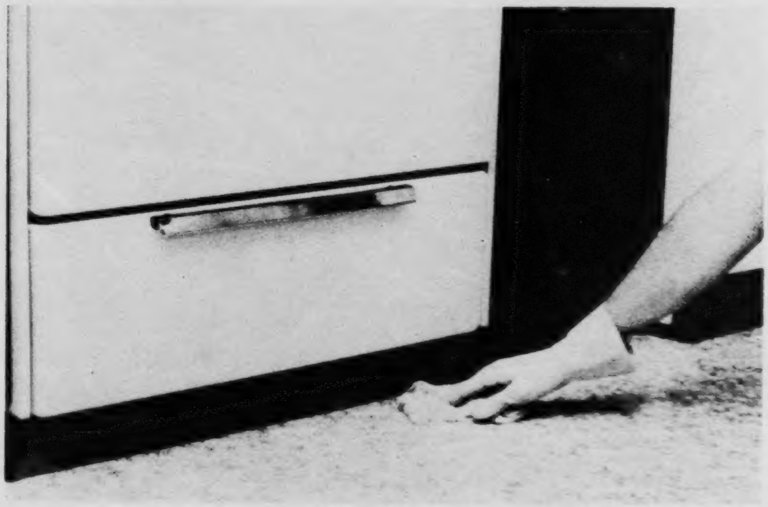
R. Dry and polish outside of oven with kitchen towel or paper towels to remove water spots (Figure 349)

FIGURE 349



S. Check floor around oven for spills; rinse with clean washing cloth if necessary (Figure 350)

FIGURE 350

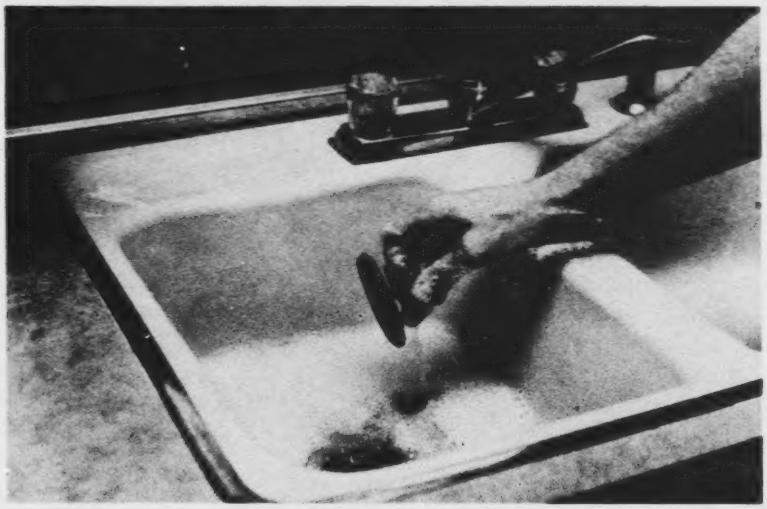


JOB SHEET #9

T. Drain sink or dishpan and clean (Figure 351)

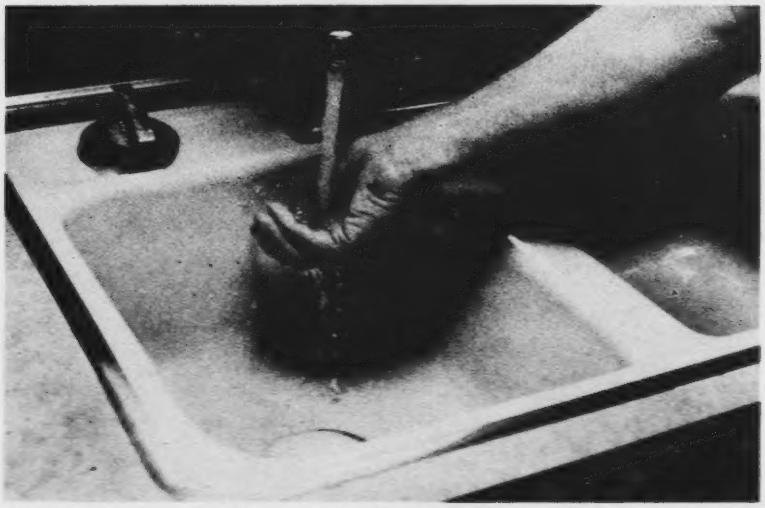
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 351



U. Rinse sink or dishpan with clean water (Figure 352)

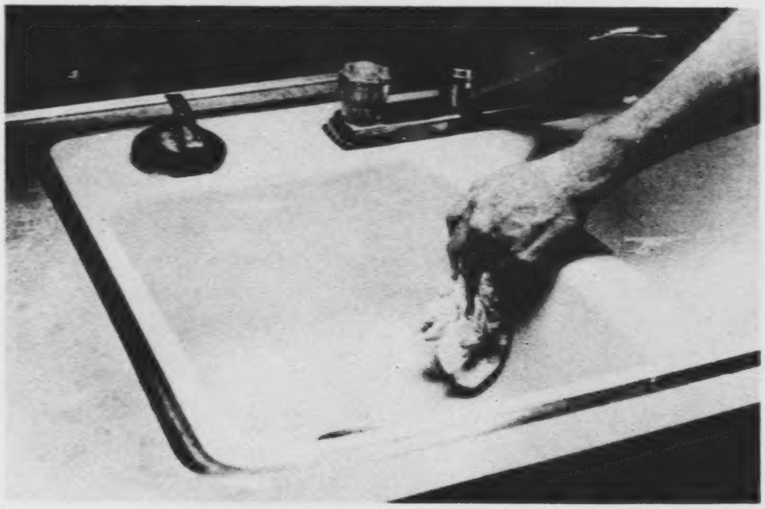
FIGURE 352



JOB SHEET #9

V. Dry and polish with clean kitchen towel (Figure 353)

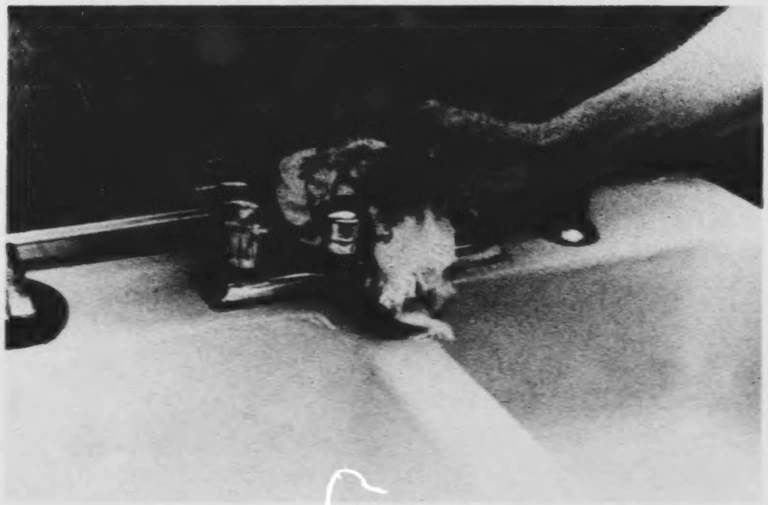
FIGURE 353



W. Dry and polish sink faucet and handles, removing water spots (Figure 354)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

FIGURE 354



JOB SHEET #9

X. Rinse out washing cloths and kitchen towels and hang to dry (Figure 355)

FIGURE 355

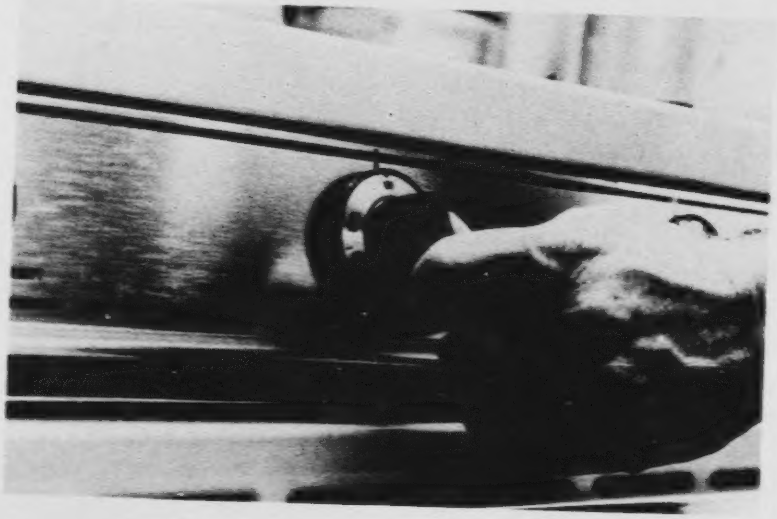
IV. Procedure for cleaning with household ammonia

(NOTE: This procedure should not be used on self-cleaning or continuous-cleaning ovens.)

A. Turn oven temperature control knobs to "off" and let oven cool (Figure 356)

(CAUTION: TURN OFF OVEN PILOT LIGHT.)

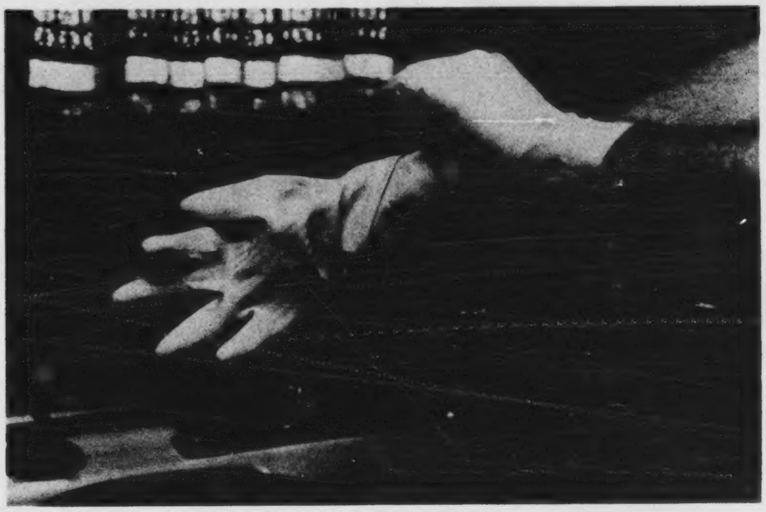
FIGURE 356



JOB SHEET #9

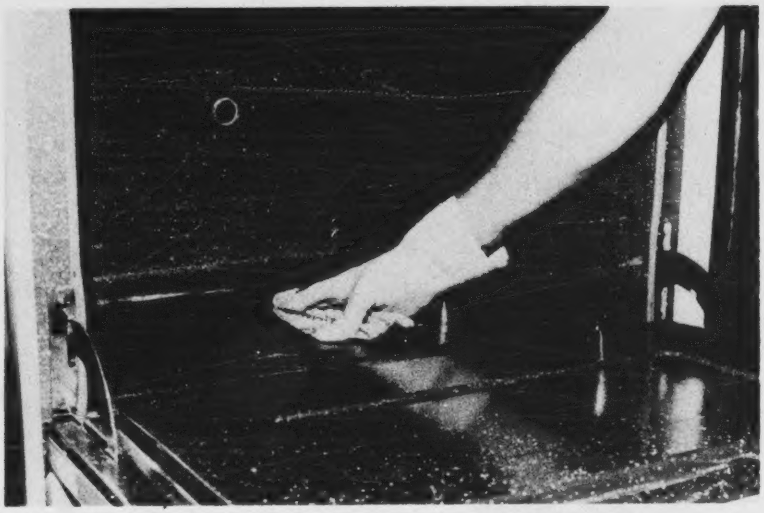
B. Put on rubber gloves (Figure 357)

FIGURE 357



C. Wipe up spills and crumbs in oven with a damp washing cloth (Figure 358)

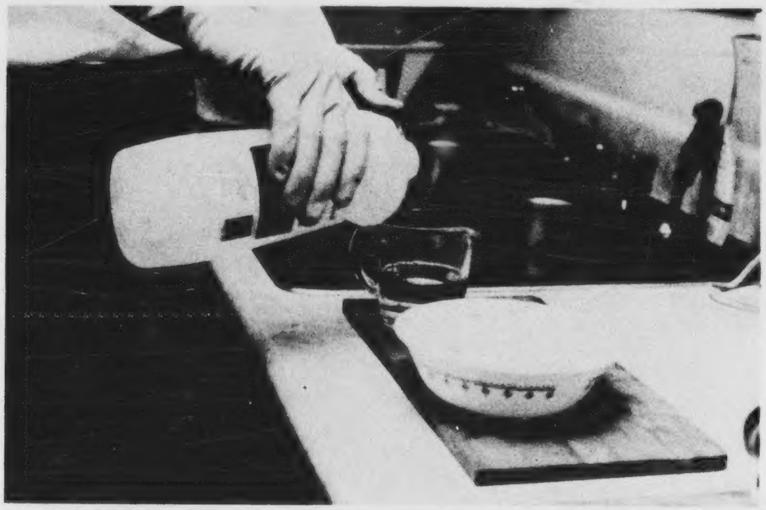
FIGURE 358



JOB SHEET #9

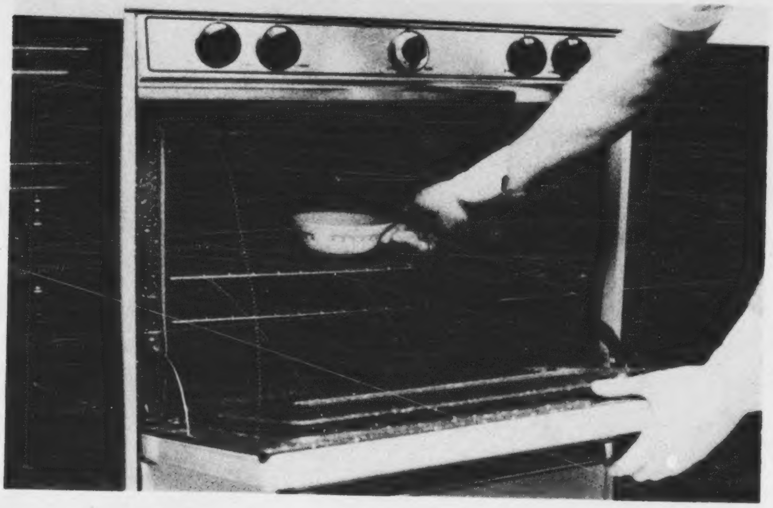
D. Pour one-half cup of household ammonia into a bowl (Figure 359)

FIGURE 359



E. Place bowl on center rack and shut oven door (Figure 360)

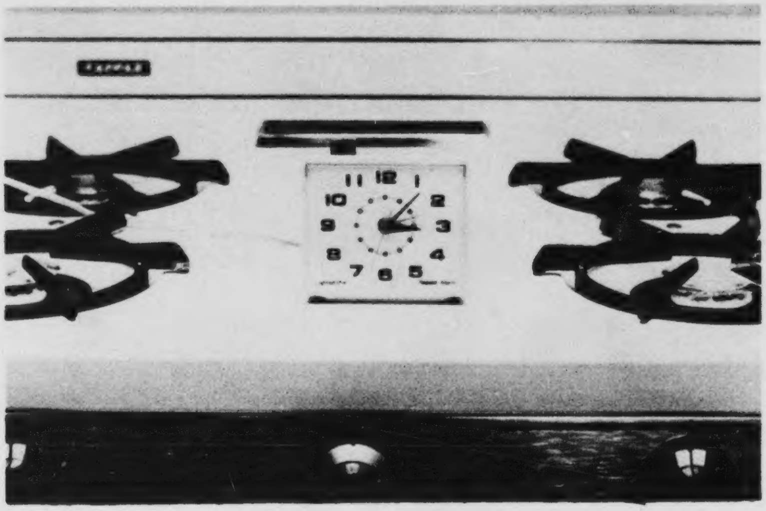
FIGURE 360



JOB SHEET #9

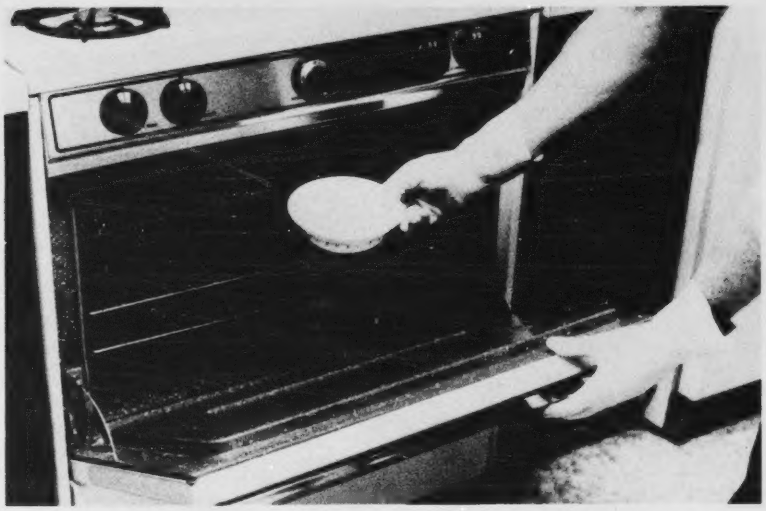
F. Leave oven door closed about 4 hours or overnight (Figure 361)

FIGURE 361



G. Take bowl of ammonia out of the oven (Figure 362)

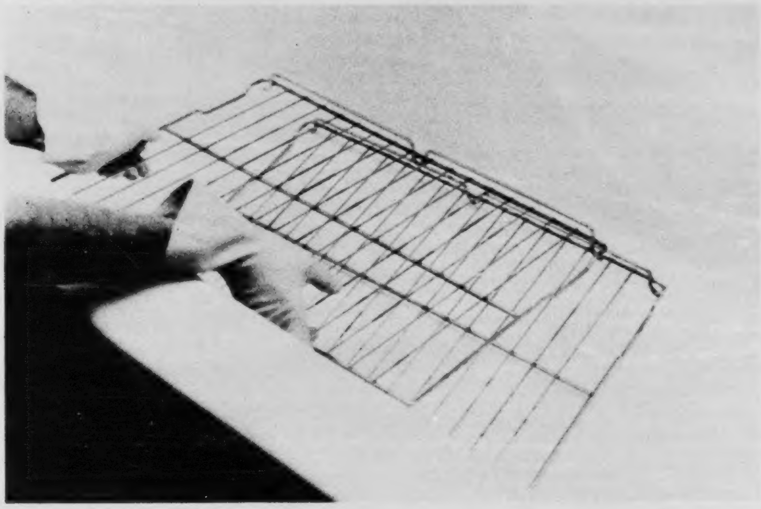
FIGURE 362



JOB SHEET #9

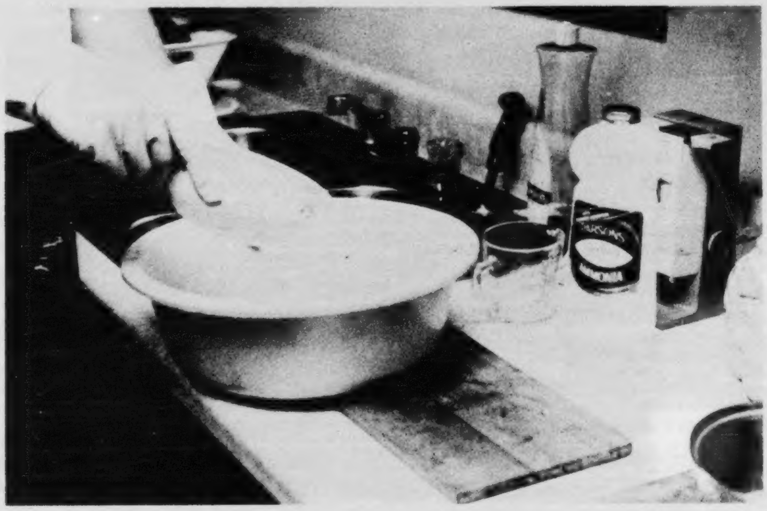
H. Remove racks, pans, and trays from oven and soak in *hot* detergent solution in sink or dishpan (Figure 363)

FIGURE 363



I. Mix the ammonia from the bowl with one quart of warm water (Figure 364)

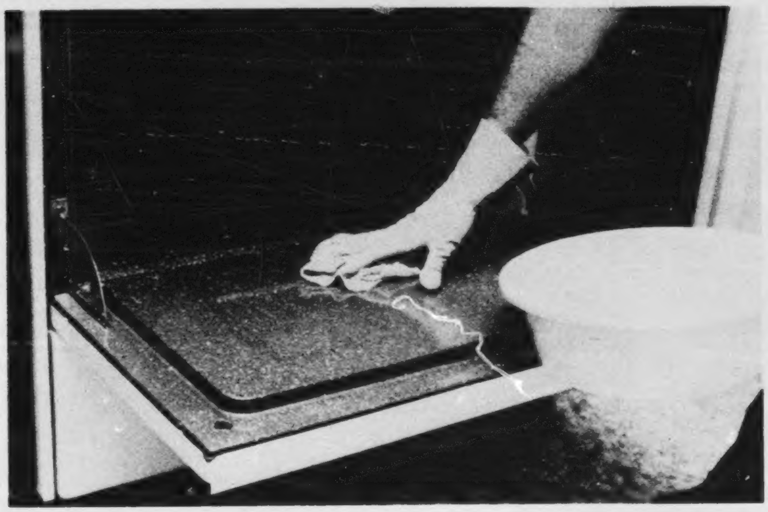
FIGURE 364



JOB SHEET #9

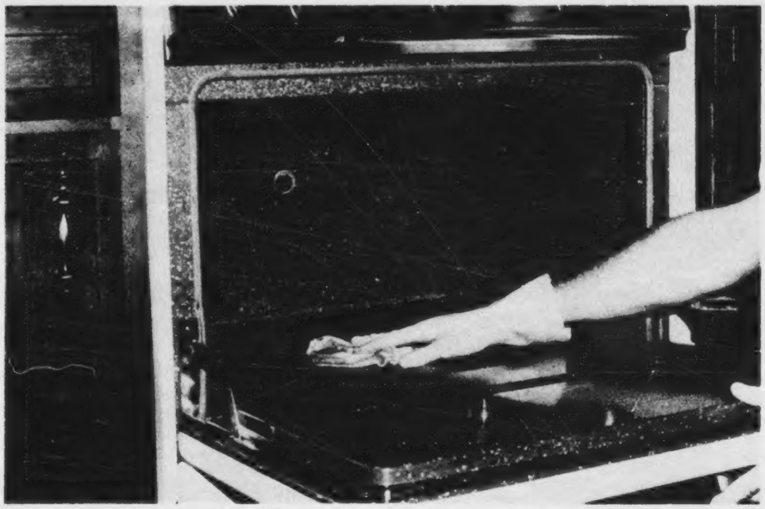
J. Wash oven and oven door with washing cloth dipped in ammonia solution (Figure 365)

FIGURE 365



K. Wash oven and oven door with washing cloth dipped in detergent solution (Figure 366)

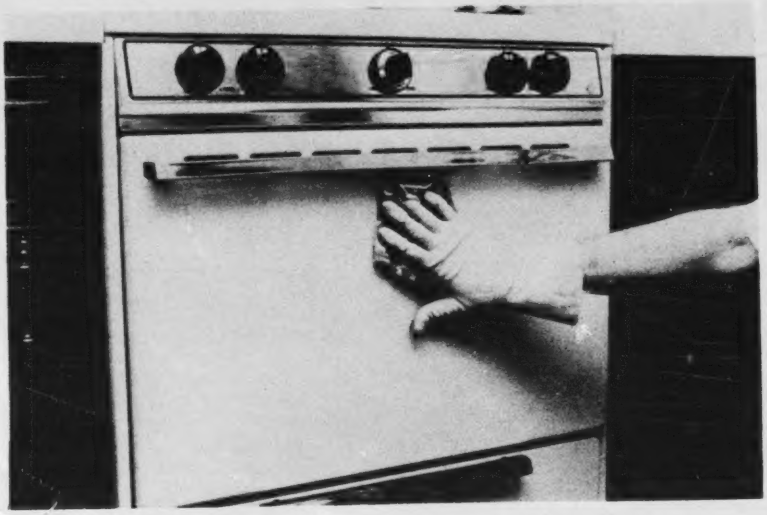
FIGURE 366



JOB SHEET #9

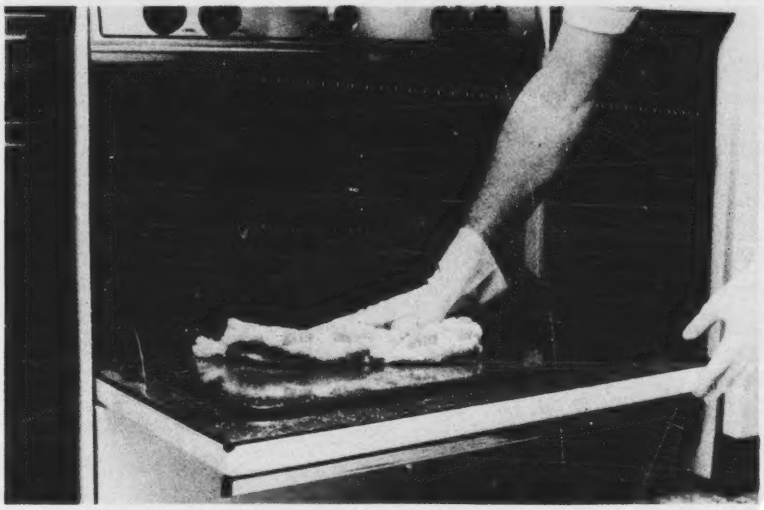
L. Rinse oven and oven door with washing cloth dipped in clean water and wrung out (Figure 367)

FIGURE 367



M. Dry and polish inside of oven and oven door with kitchen towel (Figure 368)

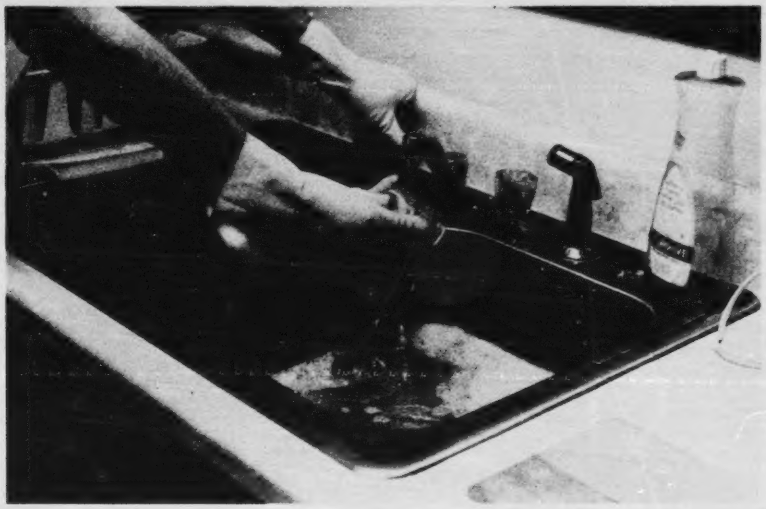
FIGURE 368



JOB SHEET #9

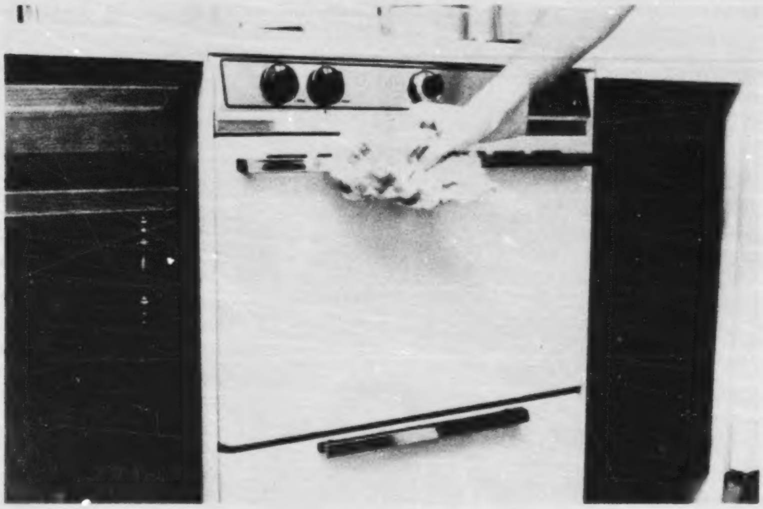
N. Damp wipe outside of oven with washing cloth dipped in detergent solution and wrung out (Figure 369)

FIGURE 369



O. Dry and polish outside of oven and oven door with clean, dry kitchen towel (Figure 370)

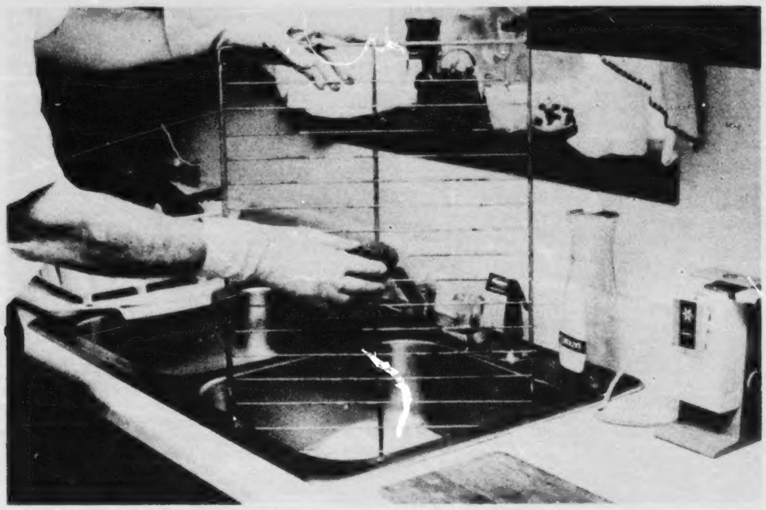
FIGURE 370



JOB SHEET #9

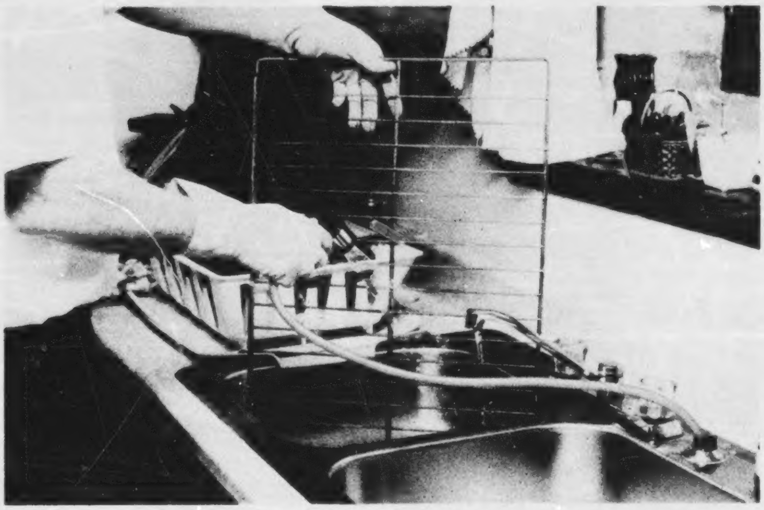
P. Wash racks, pans, and trays with washing cloth or scrubbing pad (Figure 371)

FIGURE 371



Q. Rinse racks, pans, and trays in clean water, and dry with clean, dry kitchen towel (Figure 372)

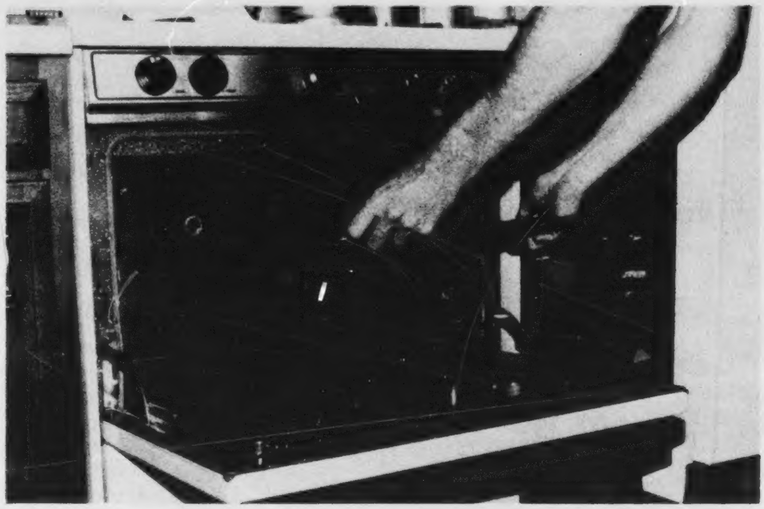
FIGURE 372



JOB SHEET #9

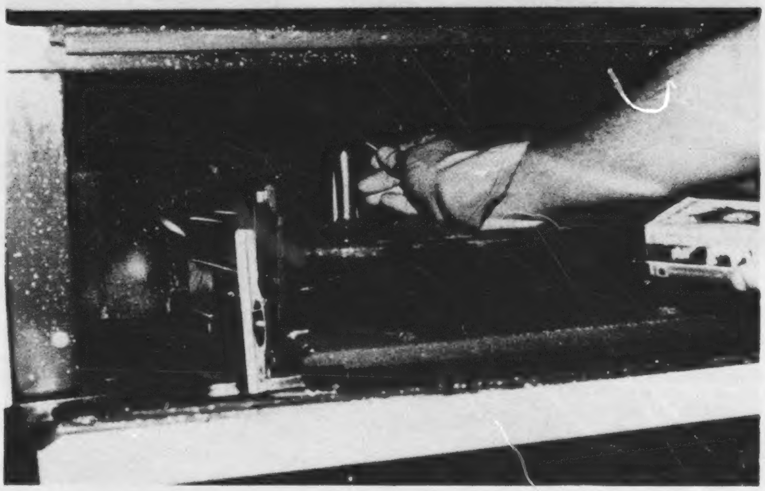
R. Return racks, pans, and trays to proper place in oven (Figure 373)

FIGURE 373



S. Light pilot light if necessary (Figure 374)

FIGURE 374

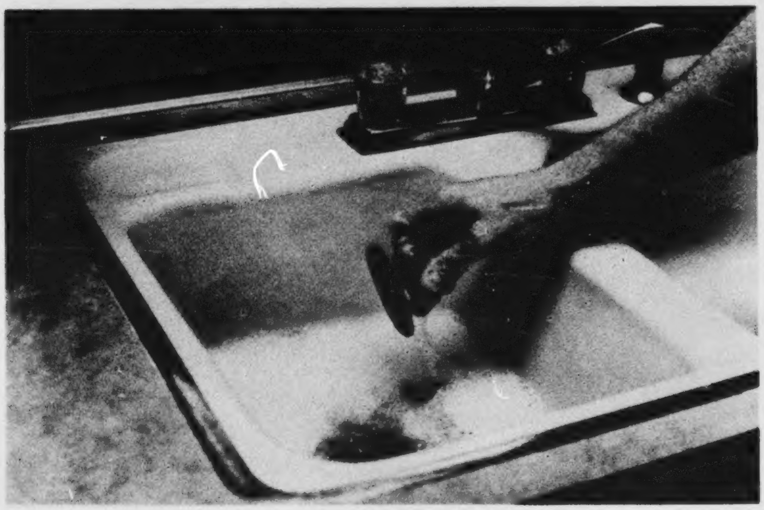


JOB SHEET #9

T. Drain sink or dishpan and clean (Figure 375)

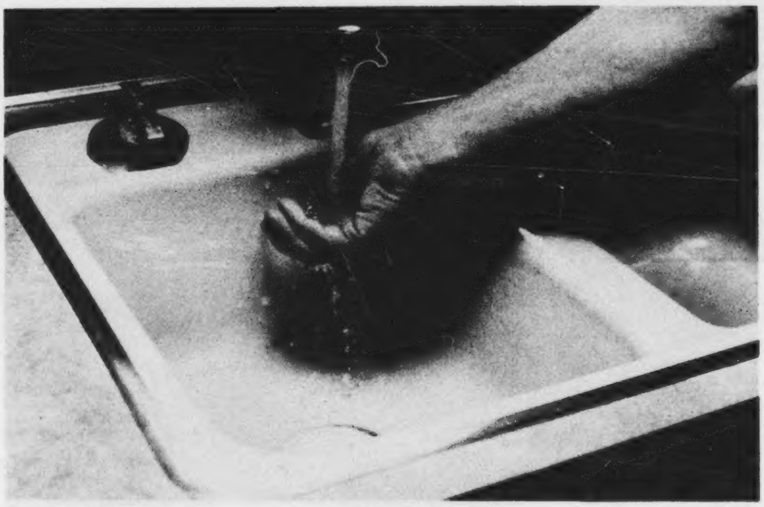
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 375



U. Rinse sink or dishpan with clean water (Figure 376)

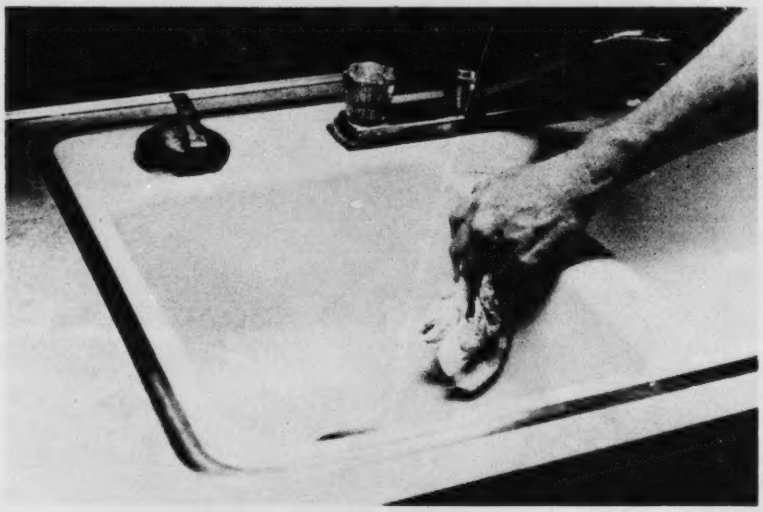
FIGURE 376



JOB SHEET #9

V. Dry and polish with clean kitchen towel (Figure 377)

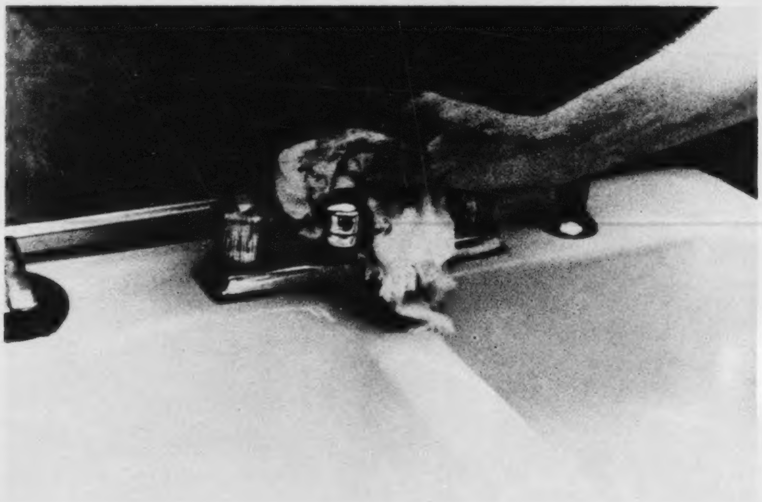
FIGURE 377



W. Dry and polish sink faucet and handles, removing water spots (Figure 378)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild acid solution manufactured for cleaning purposes.)

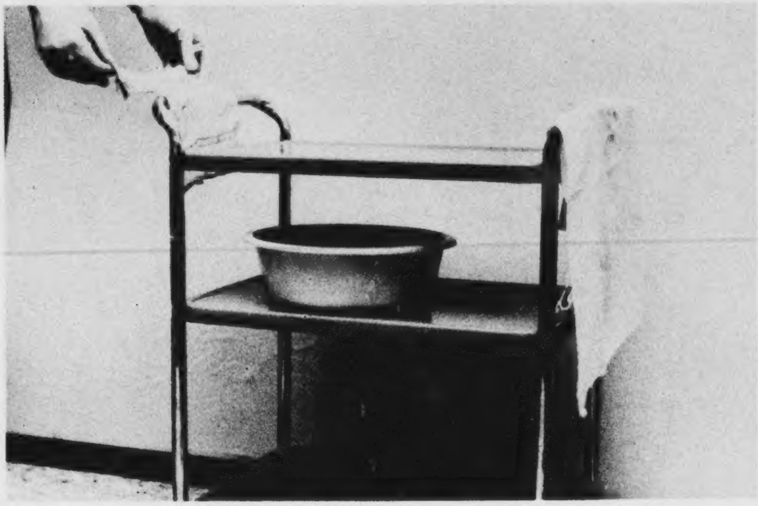
FIGURE 378



JOB SHEET #9

X. Rinse out washing cloth and hang to dry; hang up kitchen towel (Figure 379)

FIGURE 379



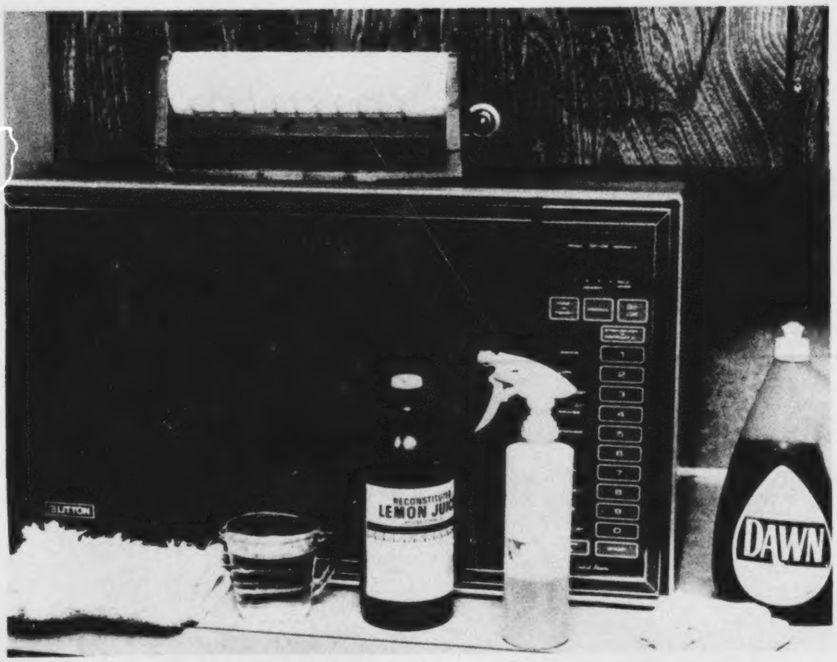
KITCHEN CLEANING
UNIT II

JOB SHEET #10--CLEAN A MICROWAVE OVEN

I. Equipment and supplies (Figure 380)

- A. Microwave oven
- B. Clean washing cloths
- C. Mild detergent solution
- D. Paper towels
- E. Liquid window cleaner
- F. Lemon juice
- G. Water, one cup
- H. Kitchen towel

FIGURE 380


LITTON
RECONSTITUTED
LEMON JUICE
DAWN

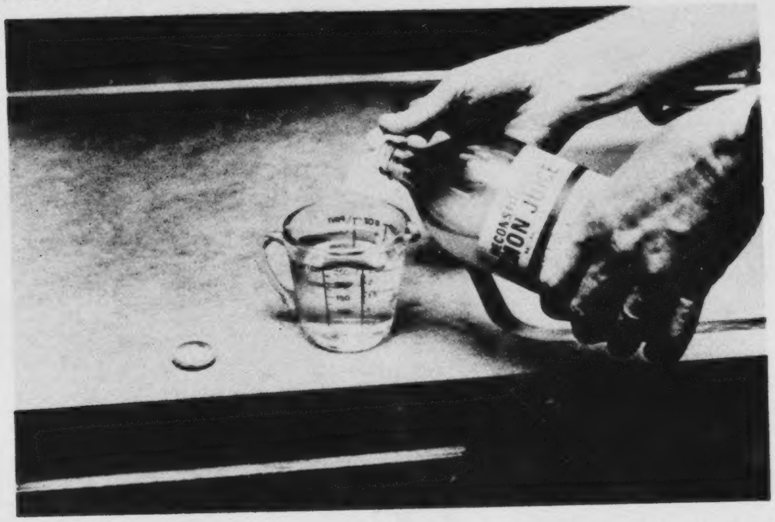
JOB SHEET #10

Procedure

A. Eliminate odors from inside oven if necessary

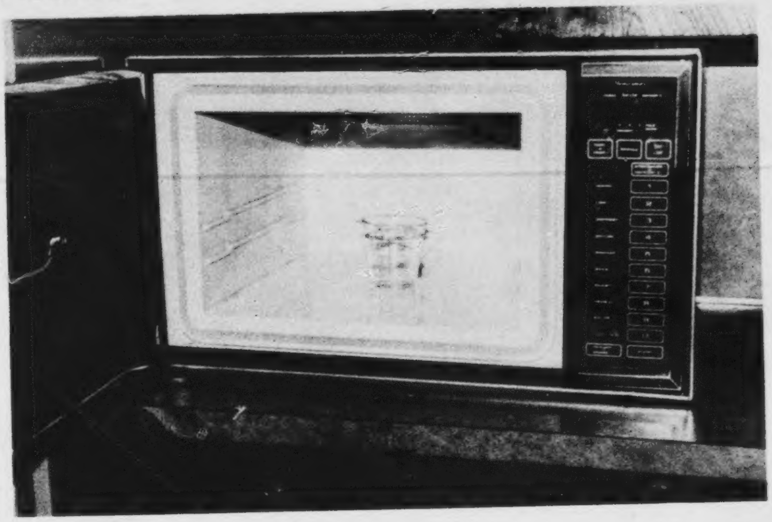
1. Add several tablespoons of lemon juice to cup of water (Figure 381)

FIGURE 381



2. Place cup of water and lemon juice solution in center of oven (Figure 382)

FIGURE 382

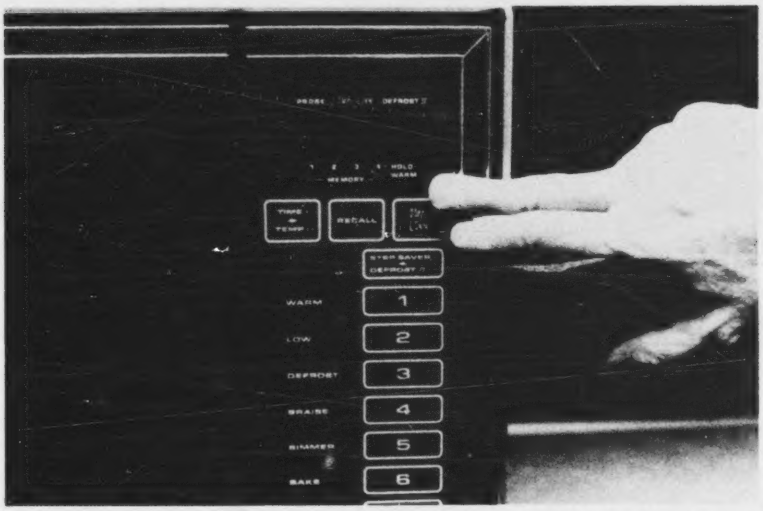


JOB SHEET #10

3. Set oven timer and boil solution for 5 to 7 minutes (Figure 383)

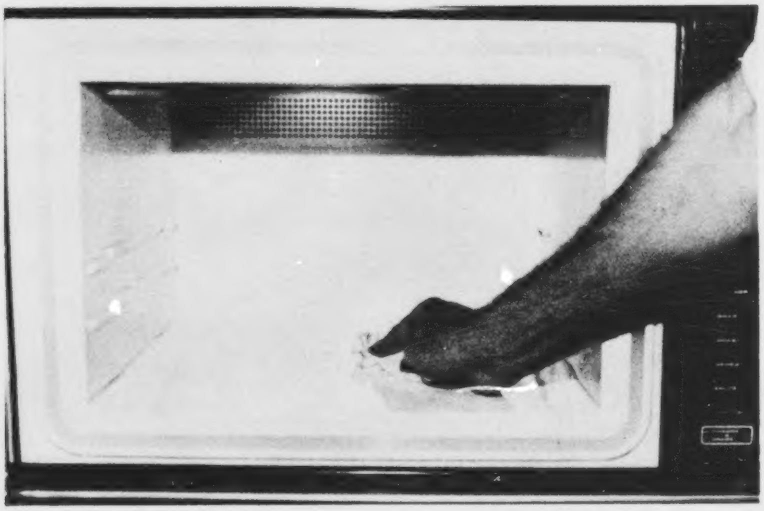
   (NOTE: This procedure can also be used to loosen dried soil inside oven.)

FIGURE 383


TIME TEMP
RECALL
STEP SAVER DEFROST
WARM
1
LOW
2
DEFROST
3
BRAISE
4
SIMMER
5
BAKE
6

B. Wipe inside of oven with paper towel to remove liquid spills and crumbs (Figure 384)

FIGURE 384

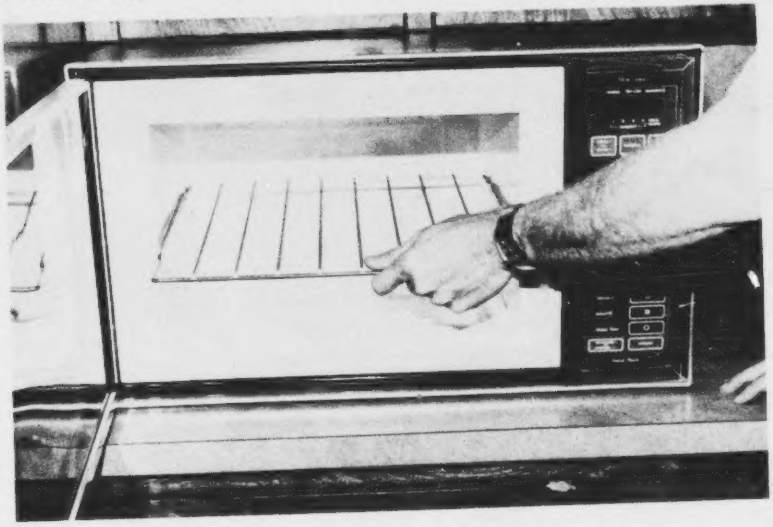


JOB SHEET #10

C. Remove trays, racks, and splatter shield from inside oven (Figure 385)

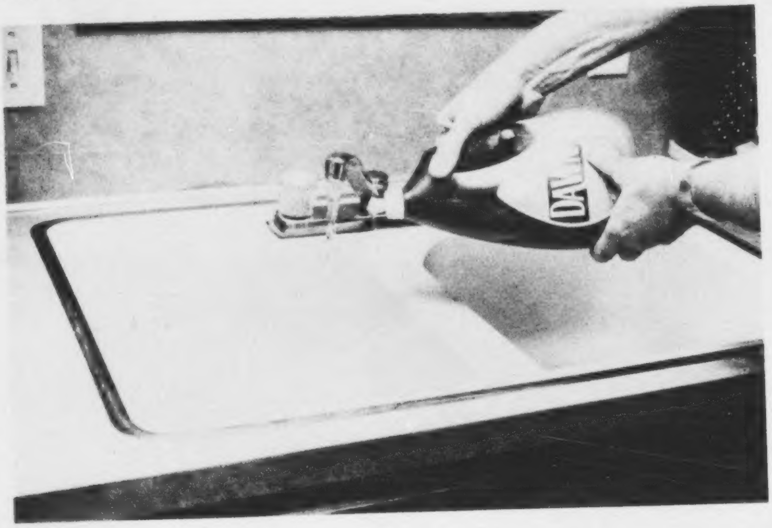
(NOTE: Not all models have removable trays and splatter shields.)

FIGURE 385



D. Fill sink or dishpan one-half full with warm water; add mild dishwashing detergent solution (Figure 386)

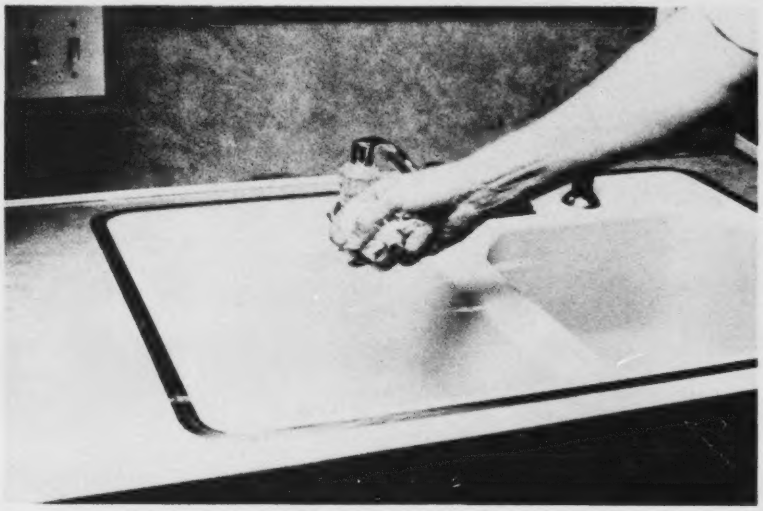
FIGURE 386



JOB SHEET #10

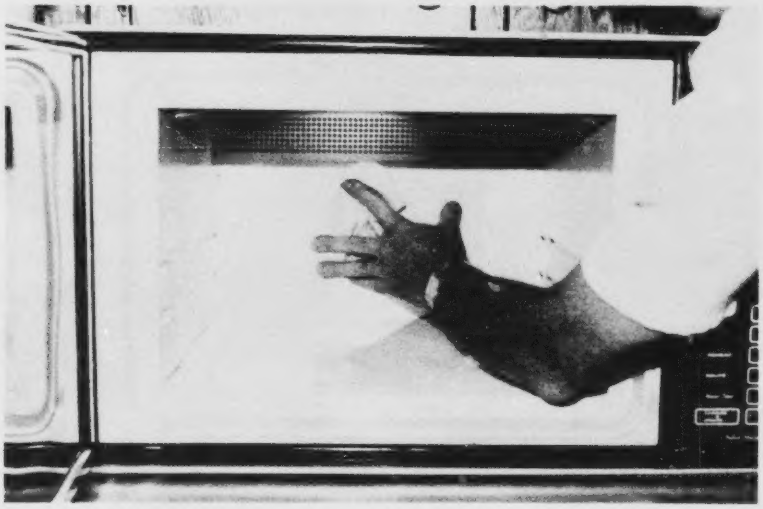
E. Dip clean cloth in detergent solution and wring out (Figure 387)

FIGURE 387



F. Wipe inside surfaces (top, back, bottom, and sides) with wet cloth (Figure 388)

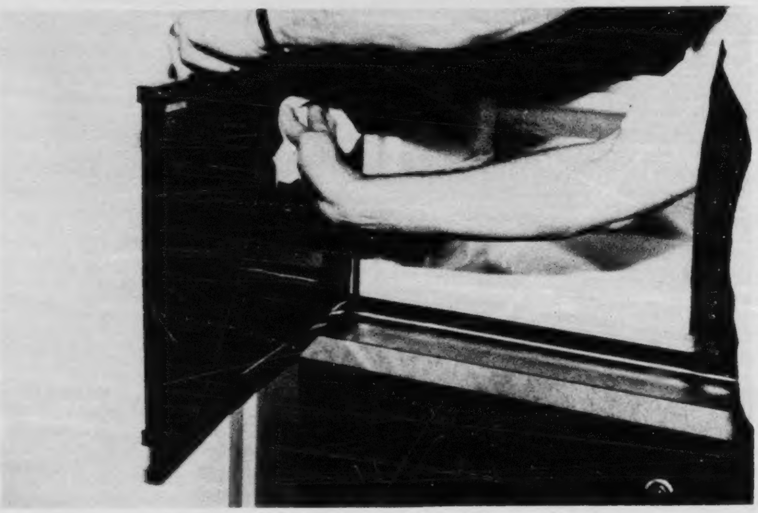
FIGURE 388



JOB SHEET #10

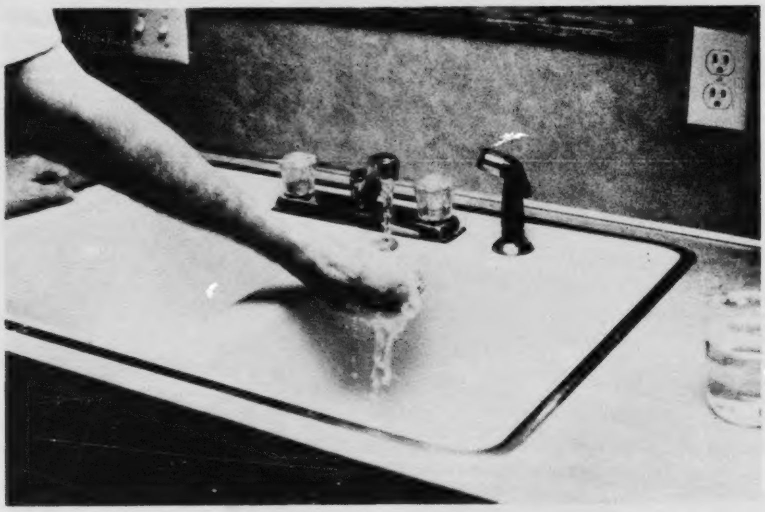
G. Wipe inside of door, door glass, and door gasket with wet cloth (Figure 389)

FIGURE 389



H. Dip cloth in clean water and wring out (Figure 390)

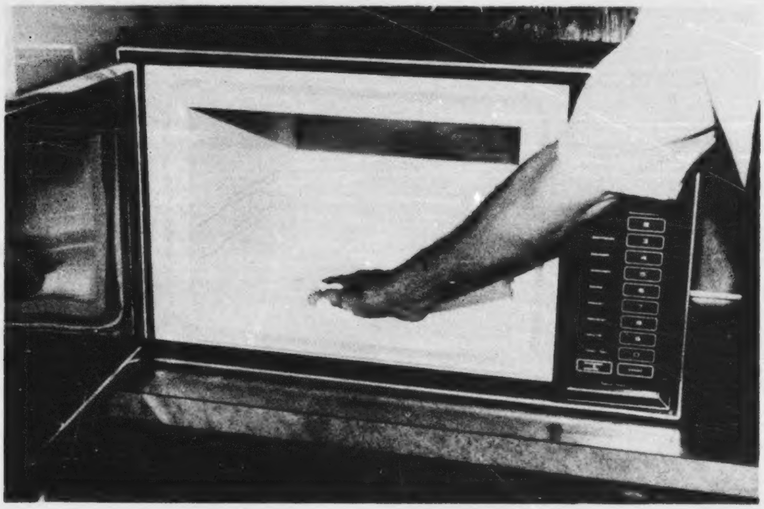
FIGURE 390



JOB SHEET #10

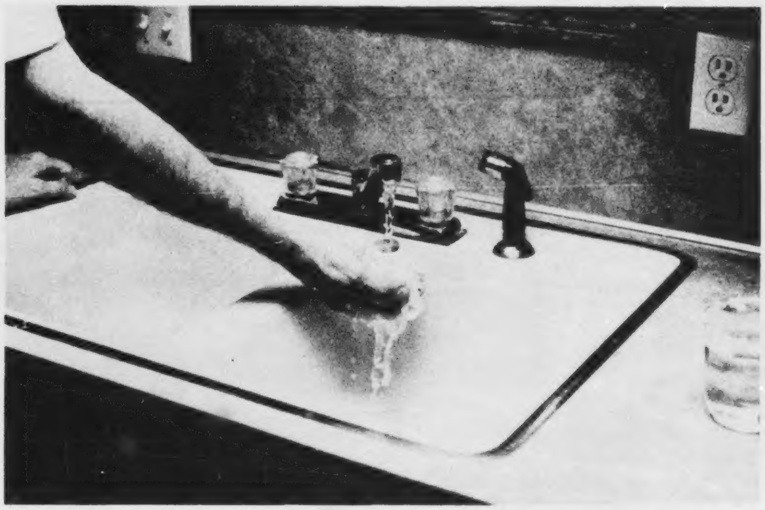
I. Rinse all inside surfaces with damp cloth (Figure 391)

FIGURE 391



J. Dip cloth in clean water and wring out damp (Figure 392)

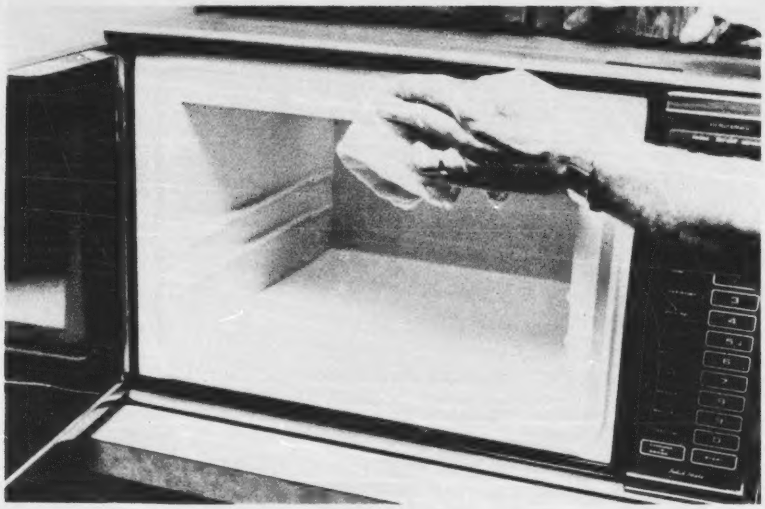
FIGURE 392



JOB SHEET #10

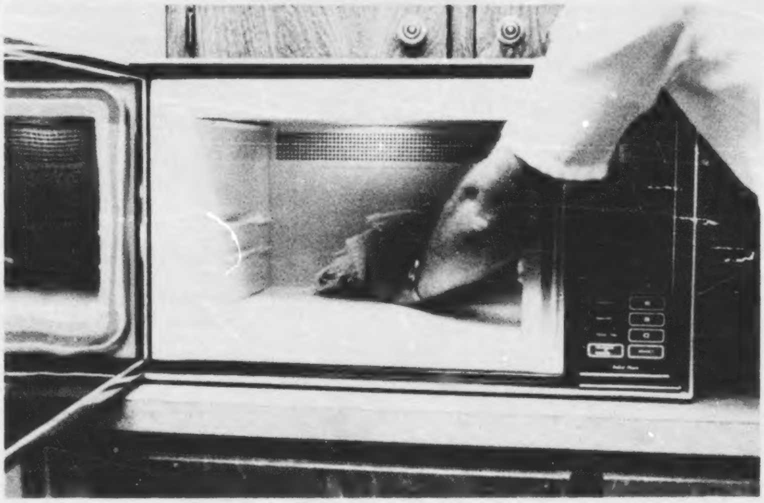
K. Wipe inside of door, door glass, and door gasket with damp cloth (Figure 393)

FIGURE 393



L. Dry inside surfaces with clean, dry kitchen towel (Figure 394)

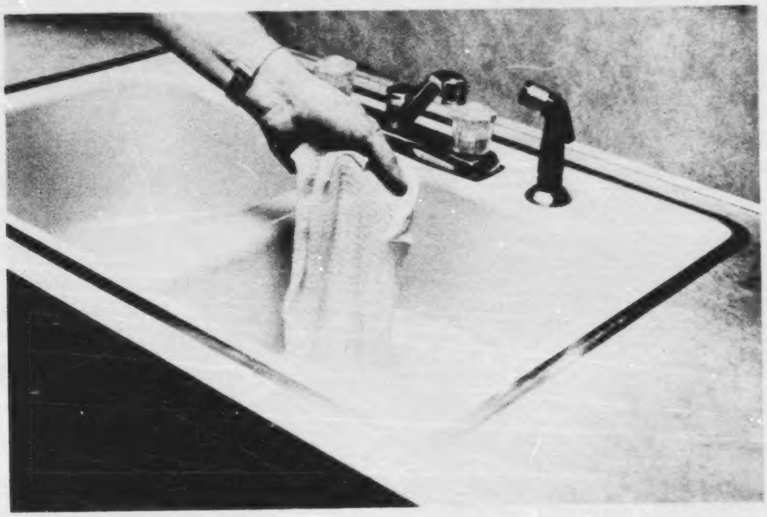
FIGURE 394



JOB SHEET #10

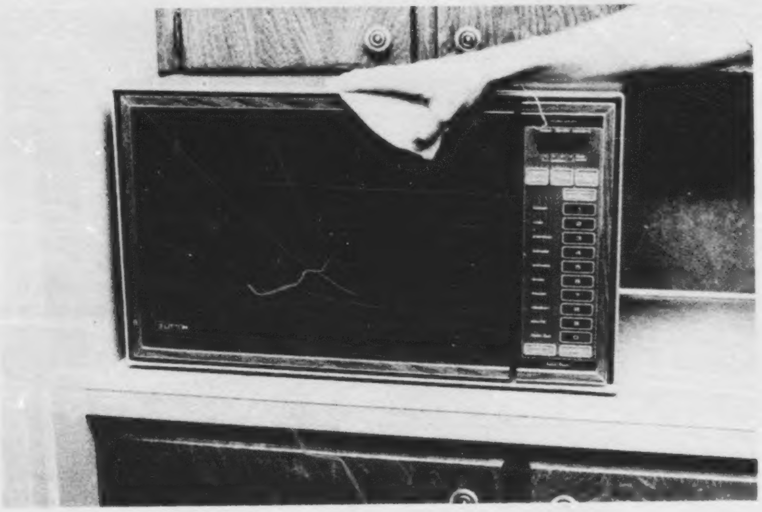
M. Dip first cloth in detergent solution and wring out (Figure 395)

FIGURE 395



N. Damp wipe outside of oven and oven door (Figure 396)

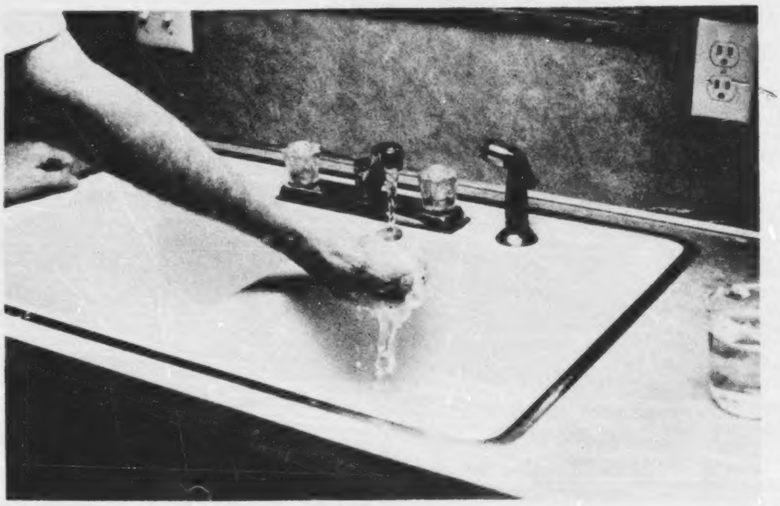
FIGURE 396



JOB SHEET #10

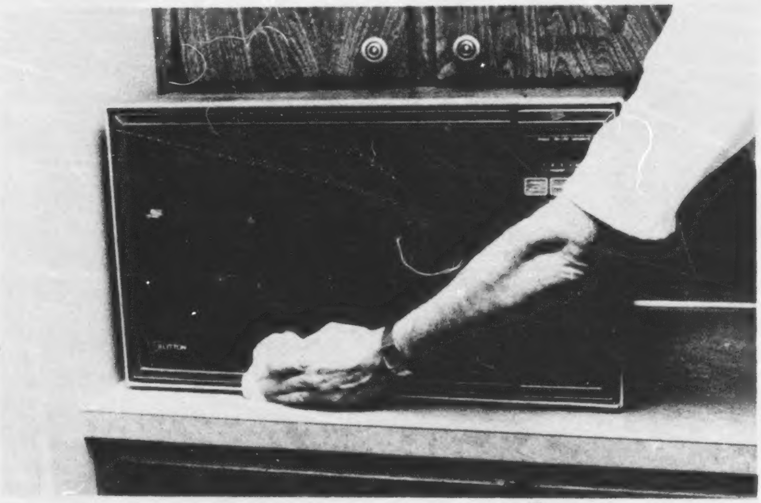
O. Dip cloth in clean water and wring out dry (Figure 397)

FIGURE 397



P. Rinse outside of oven and door (Figure 398)

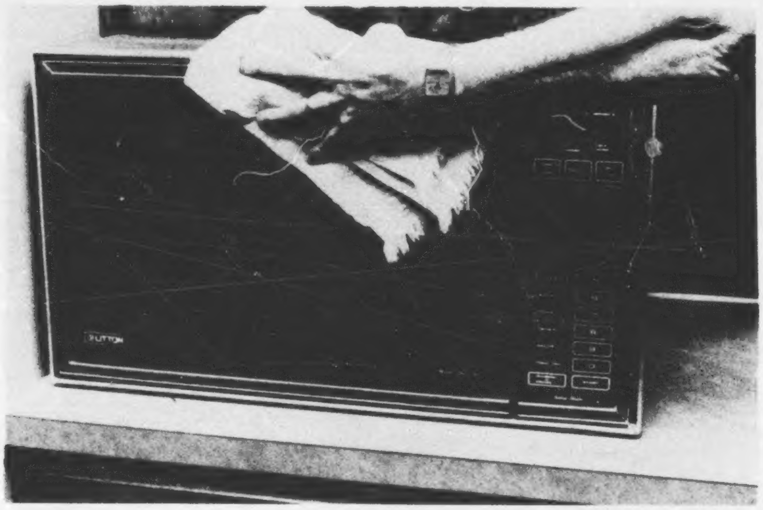
FIGURE 398



JOB SHEET #10

Q. Dry outside surfaces of microwave with clean, dry kitchen towel (Figure 399)

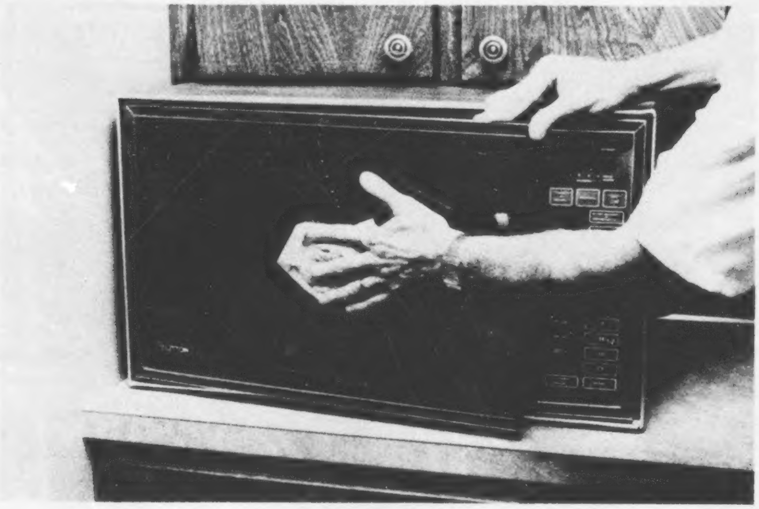
FIGURE 399



R. Wipe door glass and chrome trim with paper towel to remove water spots (Figure 400)

(NOTE: Liquid window cleaner [alcohol] can be used to clean and polish glass, chrome, and plastic.)

FIGURE 400

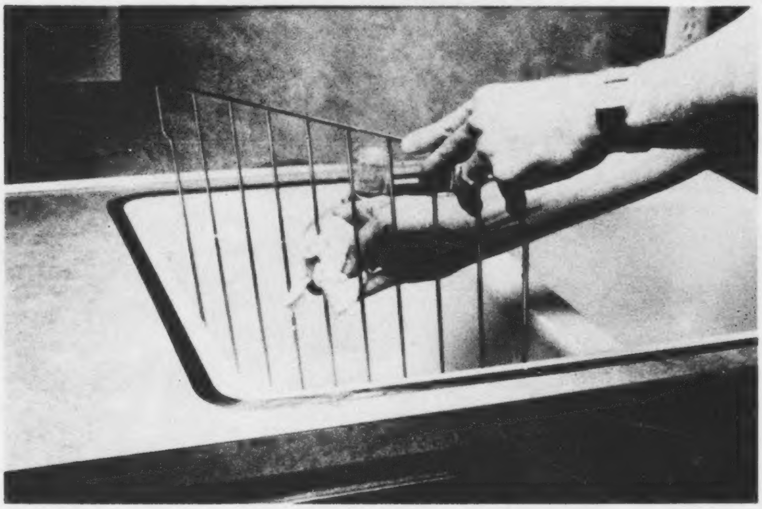


JOB SHEET #10

S. Wash splatter shield, trays, and racks in mild detergent solution (Figure 401)

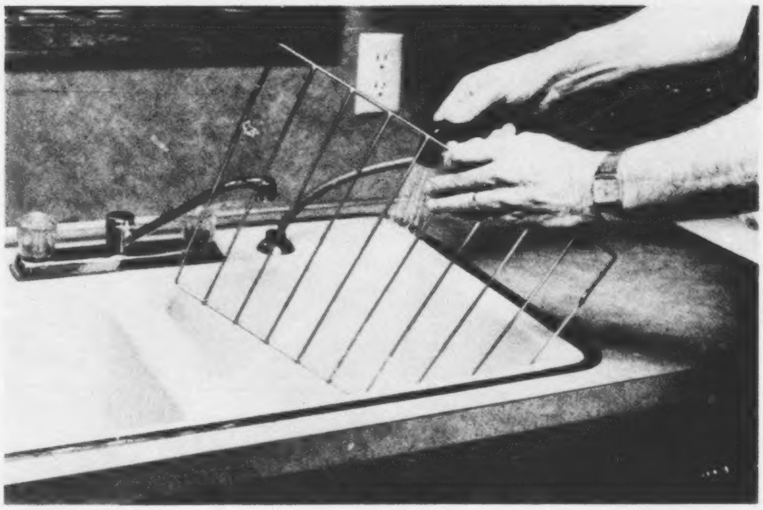
(NOTE: These items may be washed in sink or with detergent solution and washing cloth.)

FIGURE 401



T. Rinse splatter shield, trays, and racks with clean water (Figure 402)

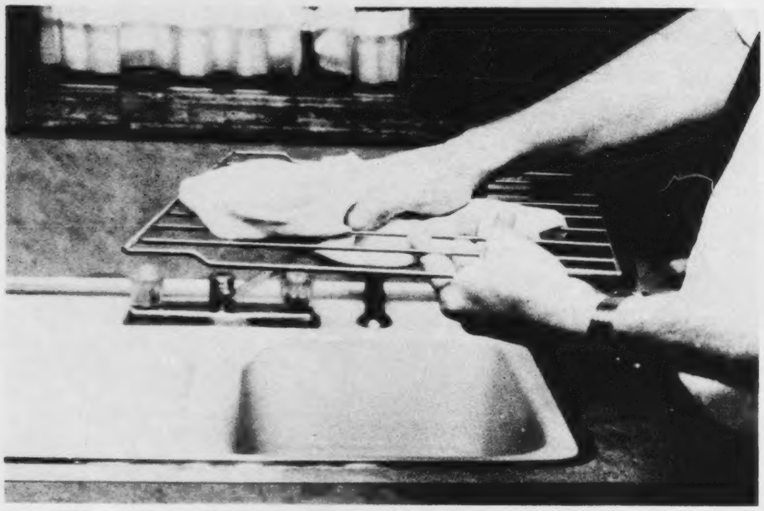
FIGURE 402



JOB SHEET #10

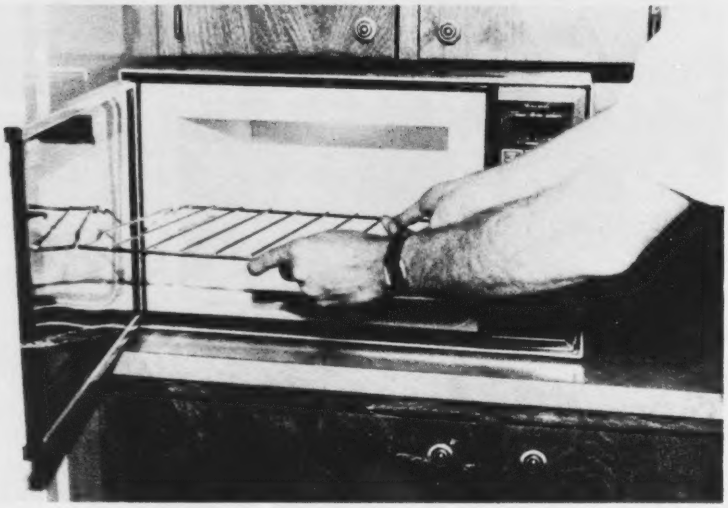
U. Dry with clean, dry kitchen towel (Figure 403)

FIGURE 403



V. Return splatter shield, trays, and racks to proper places in oven (Figure 404)

FIGURE 404

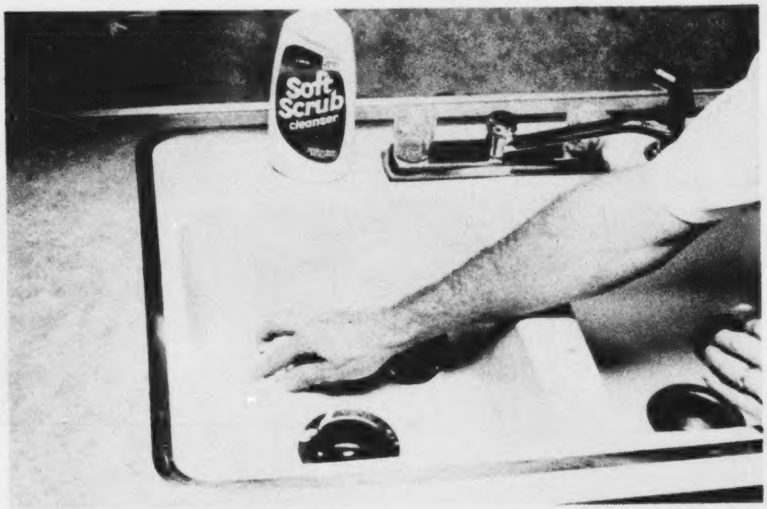


JOB SHEET #10

W. Drain sink or dishpan and clean (Figure 405)

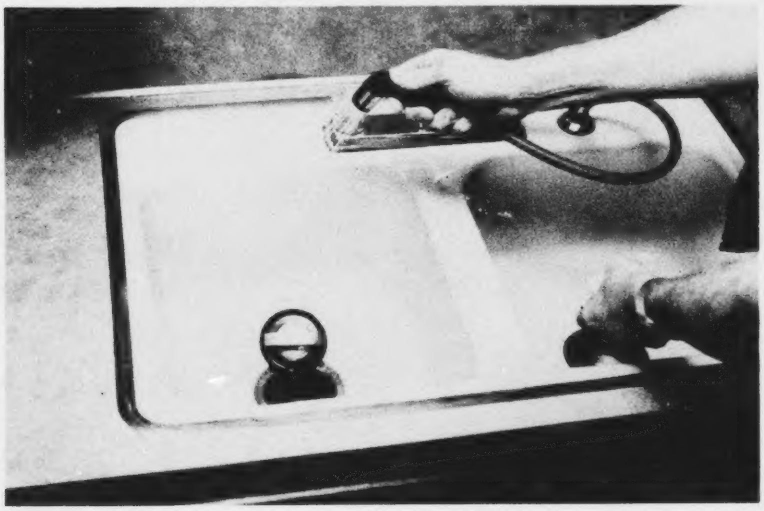
(NOTE: Liquid paste cleanser and light scrubbing may have to be used on sink to remove black marks and heavily soiled areas.)

FIGURE 405



X. Rinse sink or dishpan with clean water (Figure 406)

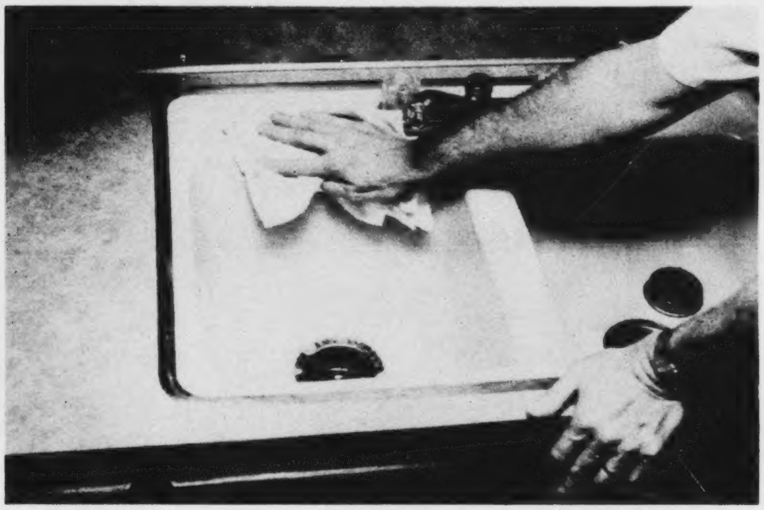
FIGURE 406



JOB SHEET #10

Y. Dry and polish with clean kitchen towel (Figure 407)

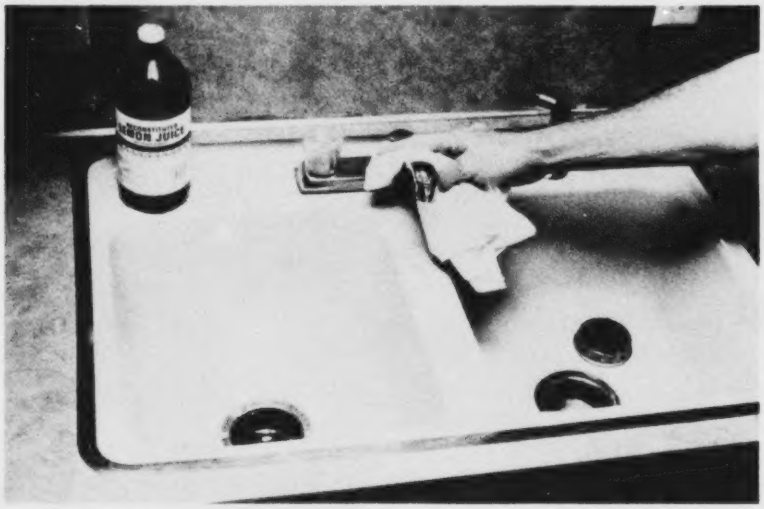
FIGURE 407



Z. Dry and polish sink faucet and handles, removing water spots (Figure 408)

(NOTE: Mineral deposits may be removed with a washing cloth moistened with vinegar or lemon juice, or mild cleaning solution manufactured for cleaning purposes.)

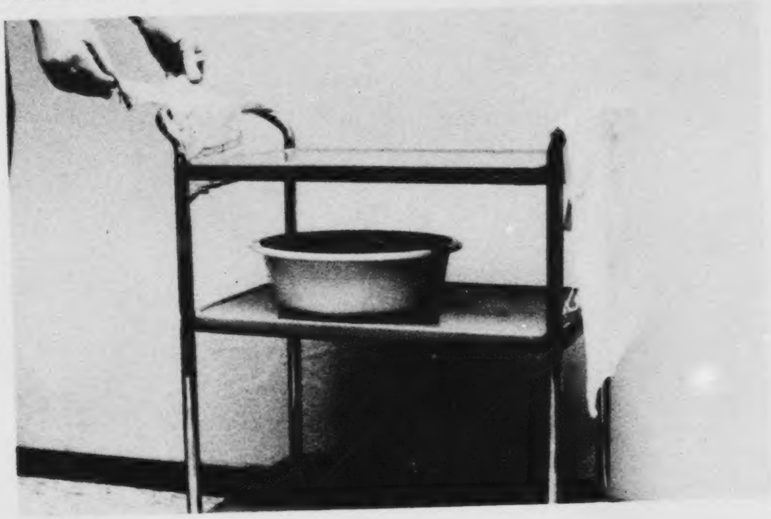
FIGURE 408



JOB SHEET #10

AA. Rinse washing cloth and hang to dry; hang up kitchen towel (Figure 409)

FIGURE 409



KITCHEN CLEANING
UNIT II

TEST

NAME ______________________________ SCORE ______________

1. Match kitchen cleaning terms to their correct definitions. Write the correct numbers in the blanks.

______a. To clean or polish by vigorous rubbing

______b. Temperature too high to touch without discomfort or pain

______c. To remove surface soil or dust with a slightly moist cleaning cloth or sponge

______d. Flat tool used for scraping dishes, spreading food, and leveling ingredients; may be rubber or metal

______e. Barely or moderately warm

______f. Temperature just comfortable to touch

1. Damp wipe
2. Lukewarm
3. Warm
4. Hot
5. Scour
6. Spatula

2. Match common types of ovens found in residential homes to their correct definitions. Write the correct numbers in the blanks.

______a. Oven that changes electrical current into electromagnetic (radio-type) waves that penetrate the food causing the molecules to agitate (move rapidly), thus creating heat from friction which in turn cooks or heats the food

______b. Oven with a special textured enamel coating on the inside surfaces which causes grease splatters to spread out and burn off as the oven is used at temperatures above 375°F

______c. Oven that does not have special features such as self-cleaning, continuous cleaning, or ceramic cooking top

______d. Oven that has a high temperature (900°F) cycle to burn up or decompose food particles spilled or spattered in the oven

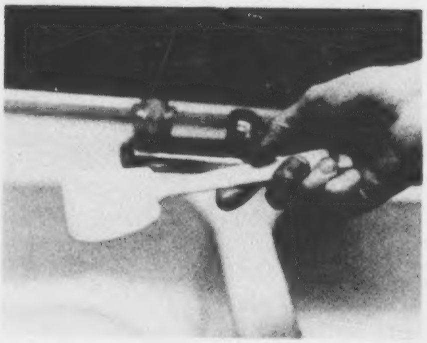
______e. Oven that uses a fan to circulate heated air around inside of oven to decrease cooking time and provide even cooking

1. Continuous cleaning
2. Convection
3. Conventional
4. Microwave
5. Self-cleaning

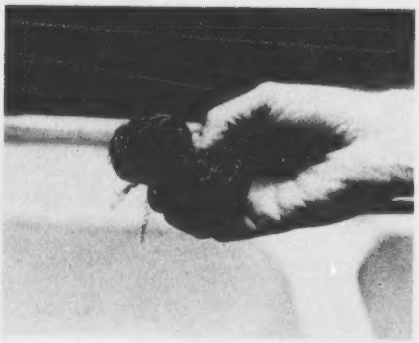
TEST

3. Identify equipment used in residential kitchen cleaning. Write the correct names in the blanks under the pictures.

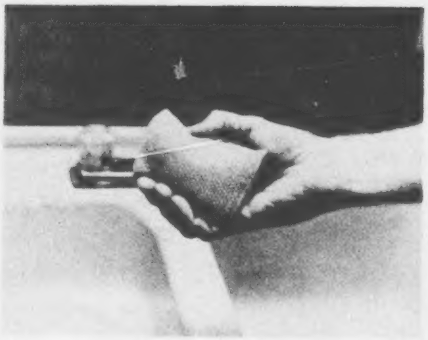
Metal scouring pad **Garbage disposal** **Rubber spatula** **Fabric scouring pad**



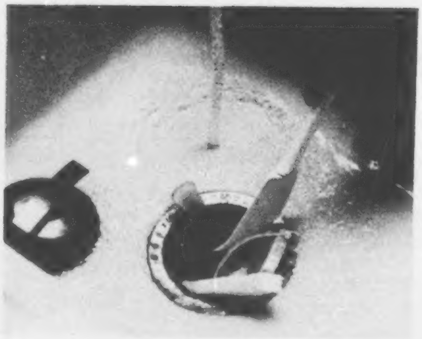
a. ______________________________



b. ______________________________



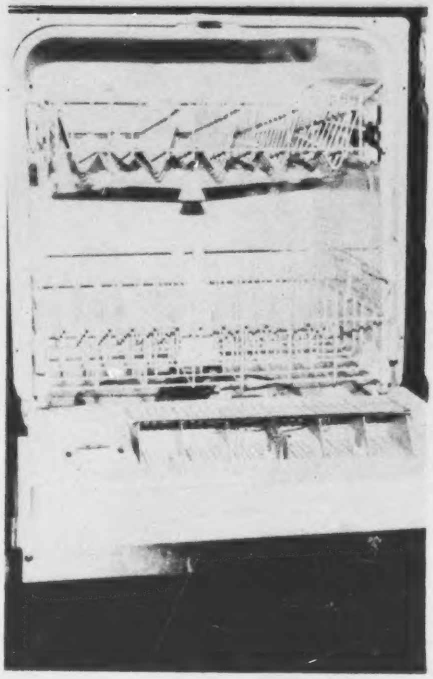
c. ______________________________



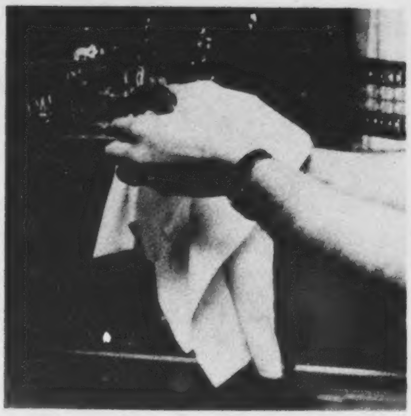
d. ______________________________

TEST

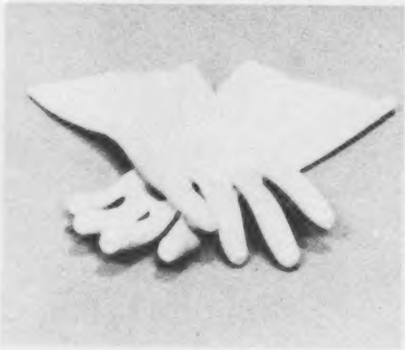
Dish towel **Automatic dishwasher** **Dishcloth** **Rubber gloves**



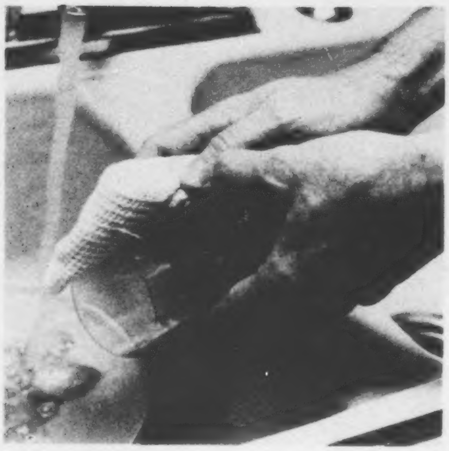
e. ____________________



f. ____________________



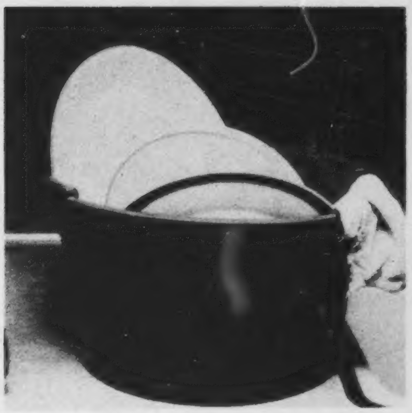
g. ____________________

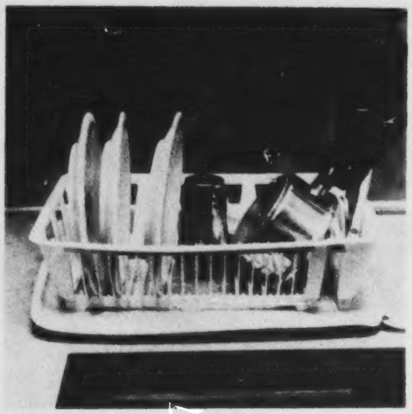


h. ____________________

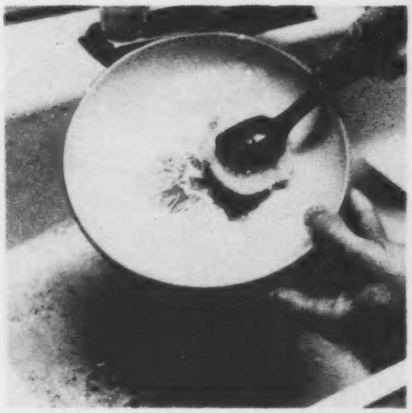
TEST

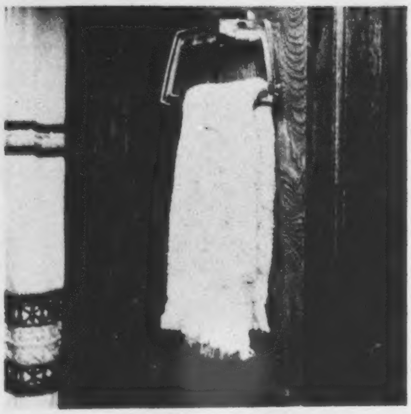
Draining rack with mat **Kitchen towel** **Dishpan** **Dishwashing scrub brush**





i. ____________________ j. ____________________





k. ____________________ l. ____________________

TEST

4. Match residential kitchen cleaning equipment to the correct descriptions/uses. Write the correct numbers in the blanks.

_____a. Metal or plastic rack and mat used for draining and air-drying dishes

_____b. Small cloth used for washing dishes and damp wiping kitchen appliances and counter tops

_____c. Covering used to protect hands from water, detergent, and soil

_____d. Cloth (often linen because it is lint-free) used to dry dishes, glasses, silverware (flatware), utensils, and pots and pans

_____e. Small brush used to scrub dishes before and during washing to remove excess or difficult food deposits

_____f. Pad used to remove difficult food deposits and to polish cooking and serving dishes, and pots and pans

_____g. Machine used to wash, rinse, and dry dishes

_____h. Pad used to scour difficult food stains and deposits

_____i. Utensil used to scrape excess food from dishes before washing

_____j. Device used to grind food particles so that they may be disposed of through the kitchen sink drain without clogging the drain

_____k. Small towel (often terry cloth) used to dry hands, counter tops, and kitchen appliances

_____l. Large, deep pan (often plastic) used for washing dishes, utensils, and pots and pans

1. Dishcloth
2. Dish towel
3. Kitchen towel
4. Dishwashing scrub brush
5. Draining rack with mat
6. Fabric scouring pad
7. Garbage disposal
8. Rubber gloves
9. Rubber spatula
10. Metal scouring pad
11. Automatic dishwasher
12. Dishpan

TEST

5. Match residential kitchen cleaning supplies to their correct descriptions/uses. Write the correct numbers in the blanks.

______a. Substance used for cooking, absorbing odors, and cleaning refrigerators and freezers

______b. Special cleanser formulated to clean, polish, and restore shine to stainless steel

______c. Special formula detergent manufactured for use in automatic dishwashers

______d. General-purpose cleaner, the vapors of which are a good oven degreaser

______e. Special formula wetting agent used in automatic dishwashers to prevent water spotting

______f. Strong caustic solution used for heavy-duty oven cleaning

______g. Abrasive liquid paste used to remove stubborn stains and spots

1. Automatic dishwasher detergent
2. Automatic dishwasher rinse agent
3. Baking soda (bicarbonate of soda)
4. Chemical oven cleaner
5. Household ammonia
6. Liquid paste cleanser
7. Stainless steel cleaner

6. Select from the following list reasons for daily kitchen cleaning. Write an "X" in the blank before each correct answer.

______a. To allow kitchen area to be used for purposes other than cooking and eating

______b. To leave food out for next meal

______c. To attract pests

______d. To maintain appearance of kitchen

______e. To cover up food odors

______f. To prevent spoilage or contamination of leftover food

7. Classify residential kitchen cleaning tasks as to proper cleaning schedules. Write a "D" in the blanks before tasks performed daily, a "W" before tasks performed weekly, and a "P" before tasks performed monthly or periodically.

______a. Damp wipe counter tops and sink

______b. Clean out refrigerator and throw away leftovers

______c. Remove and launder curtains

TEST

______d. Wash vent filters
______e. Clear and clean table
______f. Damp wipe all appliances
______g. Clean behind refrigerator and range
______h. Defrost and clean refrigerator
______i. Wash dishes
______j. Sweep or damp mop noncarpeted floor
______k. Clean dirty parts of range
______l. Clean kitchen cabinets and drawers
______m. Dust windowsills and shades
______n. Wash windows
______o. Wet mop noncarpeted floor
______p. Test smoke alarm
______q. Spot clean major kitchen appliances
______r. Empty trash
______s. Polish exterior surfaces of appliances
______t. Clean trash and garbage containers
______u. Refinish (wax) floor
______v. Clean light fixtures
______w. Dispose of garbage
______x. Clean oven and range thoroughly
______y. Vacuum carpeted areas
______z. Vacuum thoroughly all carpeted areas

TEST

8. Select from the following list hints for kitchen safety while cleaning. Write an "X" in the blank before each correct answer.

_____a. Handle all cooking utensils, oven racks, and burners as hot items until proven otherwise

_____b. Save steps by removing from the refrigerator as many items at one time as you can carry

_____c. Be cautious of nicks and sharp edges when washing dishes

_____d. Wear rubber gloves to protect hands from skin iritation caused by chemical burns, water, or soil

_____e. Wash and rinse all knives together

_____f. Unplug small appliances before cleaning

_____g. Allow small spills to air dry

_____h. Leave cabinet doors open to save time

_____i. Sweep or wipe up broken glass immediately

_____j. Be sure hands are dry when plugging in electrical appliances

9. Arrange groups of dishes in suggested order of washing. Place a "1" before the group washed first, a "2" before the group washed second, and so on to number 6.

_____a. Serving dishes

_____b. Pots and pans

_____c. Glassware

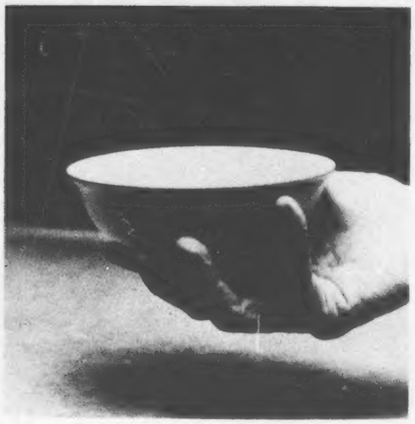
_____d. Cooking dishes and utensils

_____e. Flatware

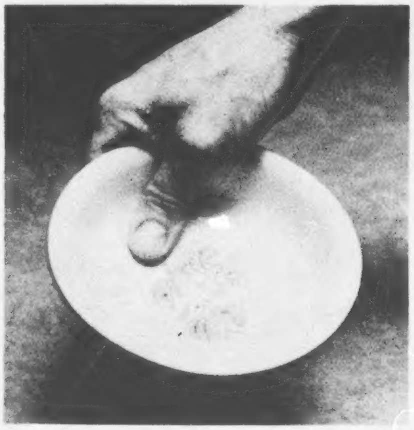
_____f. Eating dishes

TEST

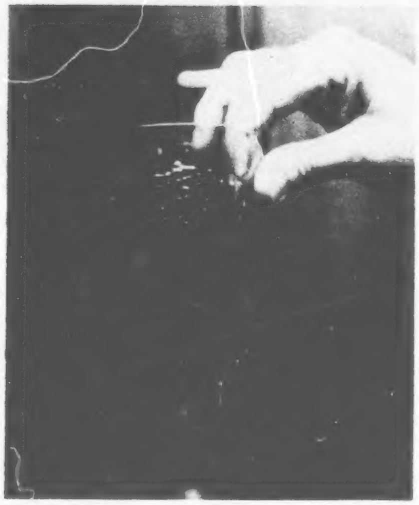
10. Distinguish between right and wrong methods of handling clean dishes. Write "right" under the figures showing the right way, and "wrong" under the figures showing the wrong way.



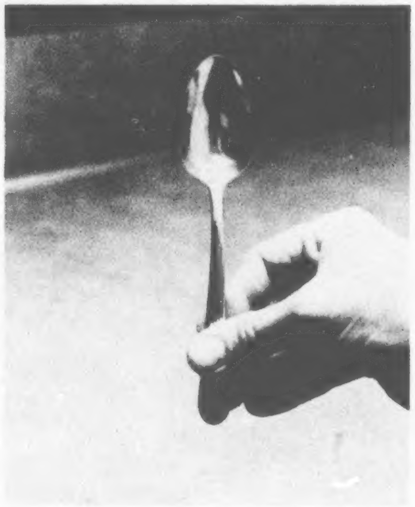
a. ______________________



b. ______________________



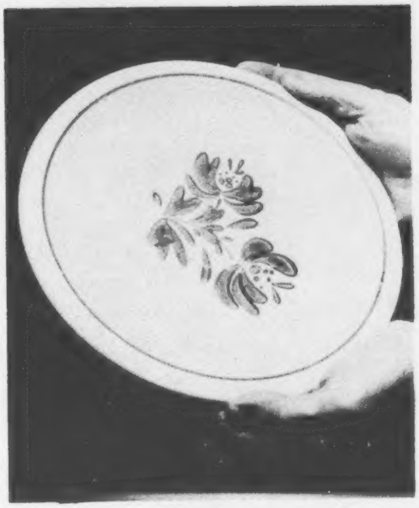
c. ______________________



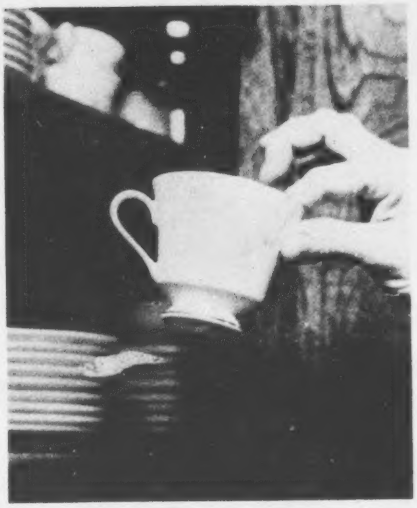
d. ______________________

500-B

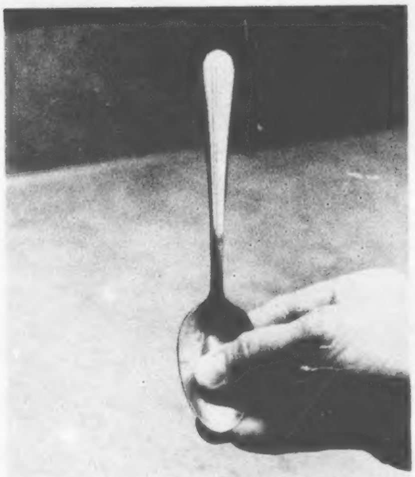
TEST



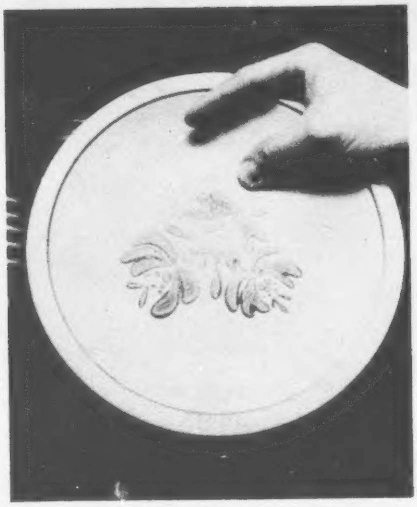
e. ______________________



f. ______________________

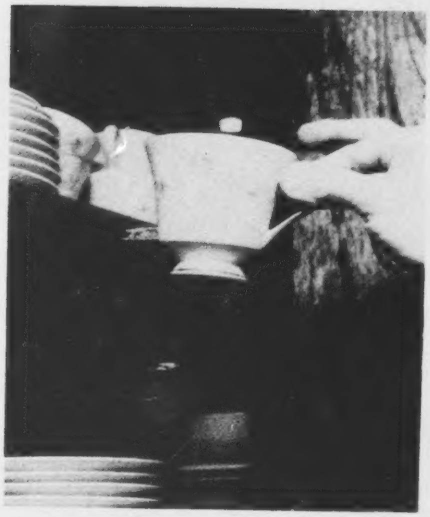


g. ______________________

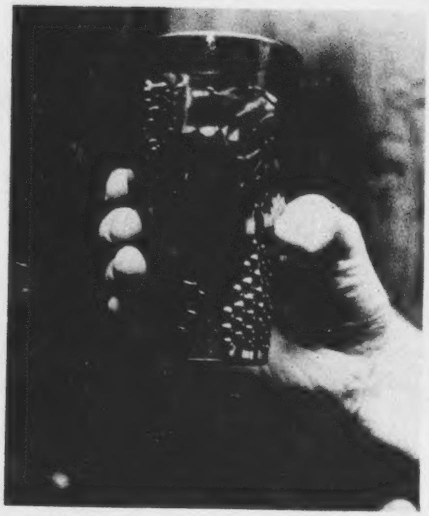


h. ______________________

TEST



i. ______________________________



j. ______________________________

(NOTE: Test questions 11 and 12 list assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

11. Read label information for residential kitchen cleaning supplies.

12. Demonstrate the ability to

    a. Wash dishes by hand.

    b. Wash dishes with an automatic dishwasher.

    c. Spot clean a refrigerator/freezer.

    d. Throughly clean and defrost a conventional refrigerator/freezer.

    e. Clean a frost-free refrigerator/freezer.

    f. Clean an exhaust ventilation hood.

    g. Clean an electric range top.

    h. Clean a gas range top.

    i. Clean a conventional oven.

    j. Clean a microwave oven.

KITCHEN CLEANING
UNIT II

ANSWERS TO TEST

1. a. 5
   b. 4
   c. 1
   d. 6
   e. 2
   f. 3

2. a. 4
   b. 1
   c. 3
   d. 5
   e. 2

3. a. Rubber spatula
   b. Metal scouring pad
   c. Fabric scouring pad
   d. Garbage disposal
   e. Automatic dishwasher
   f. Dish towel
   g. Rubber gloves
   h. Dishcloth
   i. Dishpan
   j. Draining rack with mat
   k. Dishwashing scrub brush
   l. Kitchen towel

4. a. 5
   b. 1
   c. 8
   d. 2
   e. 4
   f. 10
   g. 11
   h. 6
   i. 9
   j. 7
   k. 3
   l. 12

5. a. 3
   b. 7
   c. 1
   d. 5
   e. 2
   f. 4
   g. 6

6. a, d, f

ANSWERS TO TEST

7. a. D
   b. W
   c. P
   d. P
   e. D
   f. W
   g. P
   h. P
   i. D
   j. D
   k. W
   l. P
   m. W
   n. P
   o. W
   p. P
   q. D
   r. D
   s. P
   t. W
   u. P
   v. P
   w. D
   x. P
   y. D
   z. W

8. a, c, d, f, i, j

9. a. 4
   b. 6
   c. 1
   d. 5
   e. 2
   f. 3

10. a. Right
    b. Wrong
    c. Wrong
    d. Right
    e. Right
    f. Wrong
    g. Wrong
    h. Wrong
    i. Right
    j. Right

11. Evaluated to the satisfaction of the instructor

12. Performance skills evaluated to the satisfaction of the instructor

BATHROOM CLEANING
UNIT III

UNIT OBJECTIVE

After completing this unit, the student should be able to match bathroom cleaning terms, identify equipment and supplies used in cleaning a residential bathroom, and perform cleaning tasks following a cleaning schedule. The student should also be able to demonstrate the ability to clean a residential bathroom. This knowledge will be shown by completing an assignment sheet, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match bathroom cleaning terms to their definitions.
2. Identify bathroom cleaning equipment.
3. Match types of bathroom cleaning equipment to their correct uses.
4. Match bathroom cleaning supplies to their correct uses.
5. Classify bathroom cleaning tasks as to how often they are done.
6. Read label information for bathroom cleaning supplies.
7. Demonstrate the ability to
    a. Perform daily residential bathroom cleaning tasks.
    b. Perform weekly residential bathroom cleaning tasks.
    c. Perform periodic residential bathroom cleaning tasks.

BATHROOM CLEANING
UNIT III

SUGGESTED ACTIVITIES

I. Suggested activities

A. Order film--*The Maid: Cleaning the Bathroom* #F113-15760. Color, 8 minutes, National Educational Media Film, Inc., 1972. Available from National Educational Media, Inc., 15760 Ventura Boulevard, Encino, California 91436.

(NOTE: The above film is available on a free-loan basis to Oklahoma teachers *only*. Oklahoma teachers may order the film from the Oklahoma State Department of Vocational and Technical Education/Curriculum and Instructional Materials Center, 1515 West Sixth Avenue, Stillwater, Oklahoma 74074. Out-of-state instructors must order from the address listed above.)

B. Provide students with objective sheet.

C. Provide students with information, assignment, and job sheets.

D. Discuss unit and specific objectives.

E. Discuss information and assignment sheets.

F. Demonstrate and discuss procedures outlined in job sheets.

G. Allow time for return demonstration of job sheets.

H. Obtain containers or fact sheets on cleaning supplies for Assignment Sheet #1.

I. Provide instructions on how to work Assignment Sheet #1 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

J. Make answer key to Assignment Sheet #1.

K. Refer students to window cleaning, Job Sheets #4 and #5, Section B, Unit I, "General Cleaning."

L. Refer students to resilient floor cleaning and finishing, Job Sheets #6 and #8, Section A, Unit III, "Resilient Floor Care."

M. Arrange for a guest speaker to talk to class about cleaning supplies and/or cleaning procedures.

N. Arrange for a field trip to a local housekeeping company or facility with several bathroom cleaning responsibilities.

O. Prepare or obtain a job check-off sheet for each student or cleaning team.

P. Give test.

SUGGESTED ACTIVITIES

II. Instructional materials

  A. Objective sheet

  B. Suggested activities

  C. Information sheet

  D. Assignment Sheet #1--Read Label Information for Bathroom Cleaning Supplies

  E. Answers to assignment sheet

  F. Job sheets

    1. Job Sheet #1--Perform Daily Residential Bathroom Cleaning Tasks

    2. Job Sheet #2--Perform Weekly Residential Bathroom Cleaning Tasks

    3. Job Sheet #3--Perform Periodic Residential Bathroom Cleaning Tasks

  G. Test

  H. Answers to test

III. Unit references

  A. Hospital Research and Educational Trust. *Being A Housekeeping Aide.* Washington, D.C.: Robert J. Brady Co., 1967.

  B. *Housekeeping Management Assistant.* Lubbock, Texas: Home Economics Instructional Materials Center, Texas Tech University, 1975.

  C. *Work Manual of the Executive Housekeeper in a Hospital,* 9th ed. Huntington, Indiana: Huntington Laboratories, Inc., 1977.

BATHROOM CLEANING
UNIT III

INFORMATION SHEET

I. Terms and definitions

   A. Bath mat (BATH mat)--Towel-like washable mat laid on floor to step on when getting out of tub or shower

   B. Detergent solution (de/TER/gent so/LU/tion)--Water to which detergent has been added

   C. Disinfectant solution (dis/in/FECT/ant so/LU/tion)--Liquid in which a germ-killing material has been dissolved

   D. Grouting (GROUT/ing)--Plaster-like material (mortar) used to fill the spaces (cracks) around tiles on walls and floors

   E. Scum (SCUM)--A mixture of body oil, soap, and dirt stuck on the sides of sinks, tubs, and showers

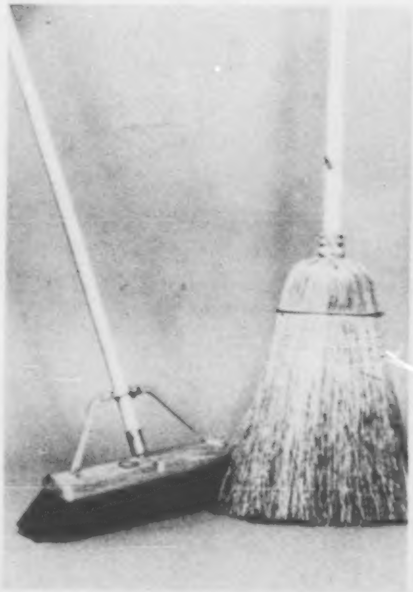
   F. Flushing rim (FLUSH/ing RIM)--The upper inside ledge where the flushing water enters the toilet bowl

   G. Water minerals (WA/ter MIN/er/als)--Calcium, magnesium, and other minerals in water that form a crust on plumbing fixtures

II. Bathroom cleaning equipment (Figures 1-9)

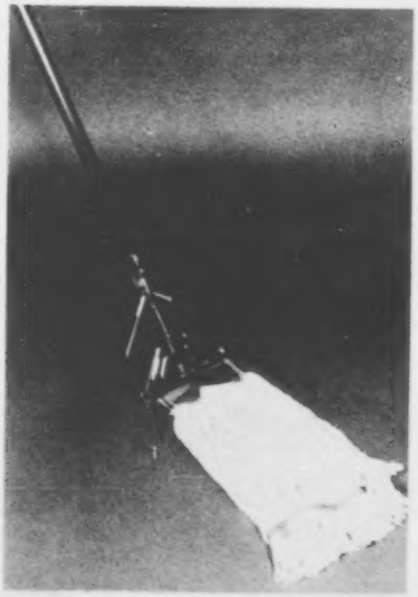
   A. Broom

FIGURE 1



   B. Wet mop

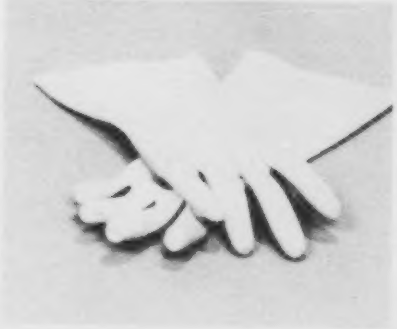
FIGURE 2



INFORMATION SHEET

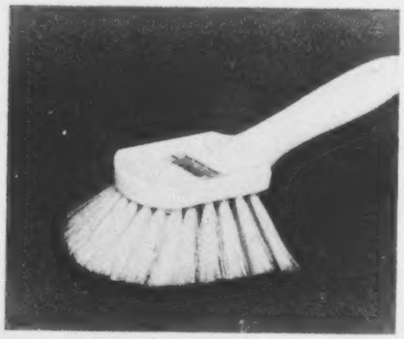
C. Rubber gloves

FIGURE 3



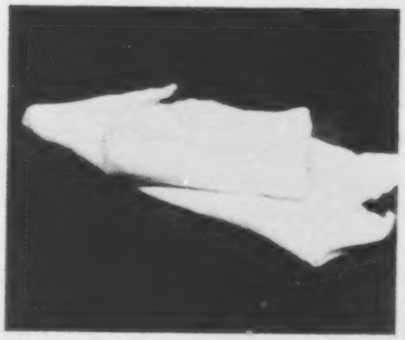
D. Scrub brush

FIGURE 4



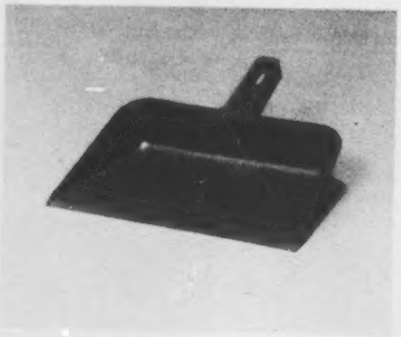
E. Cleaning cloths

FIGURE 5



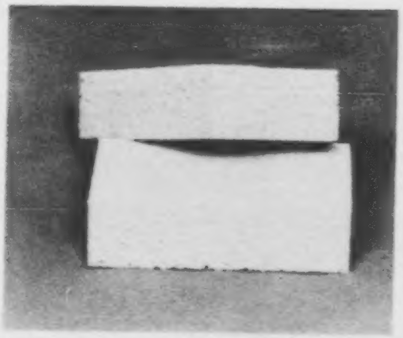
F. Dustpan

FIGURE 6



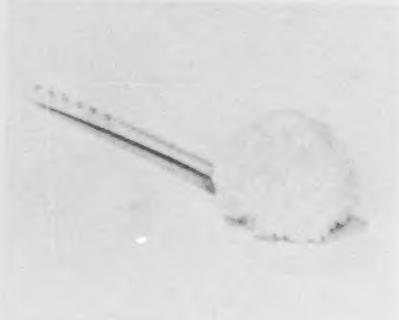
G. Sponge

FIGURE 7



H. Bowl mop

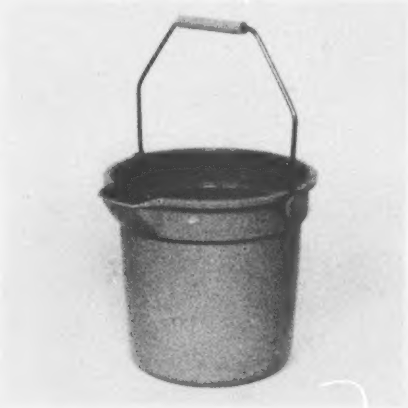
FIGURE 8



INFORMATION SHEET

I. Plastic pail

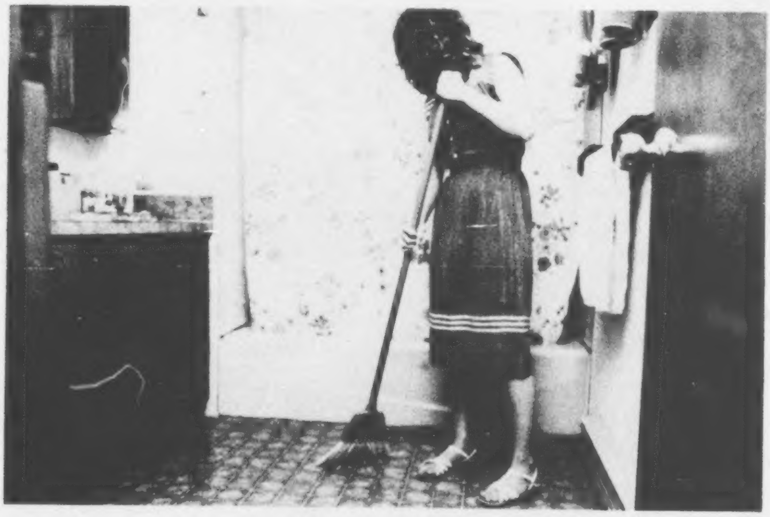
FIGURE 9



III. Types of bathroom cleaning equipment and their uses (Figures 10-18)

A. Broom--Used to clear floors of dirt and trash

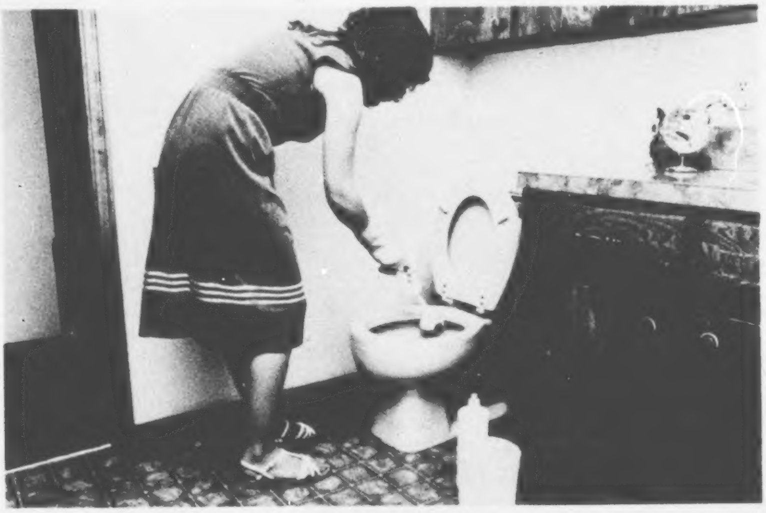
FIGURE 10



INFORMATION SHEET

B. Bowl mop--Used to clean and apply bowl cleaner to toilet bowls

FIGURE 11



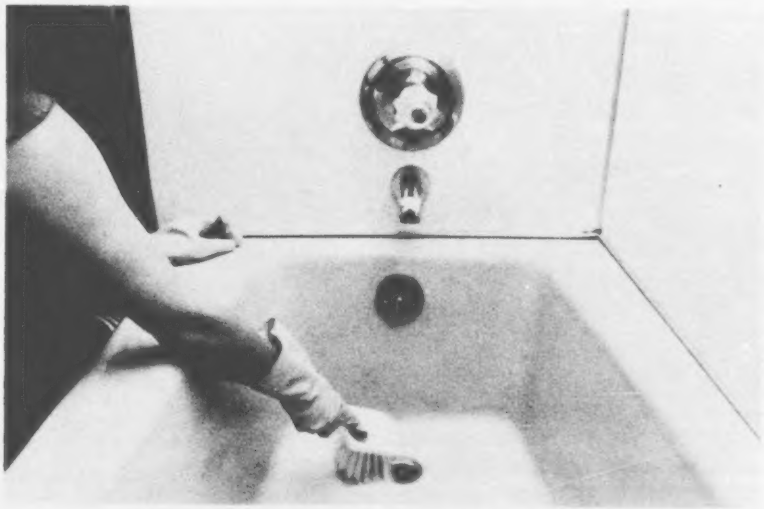
C. Rubber gloves--Used to protect hands from irritation and disease when cleaning the toilet or using chemical solutions

FIGURE 12

INFORMATION SHEET

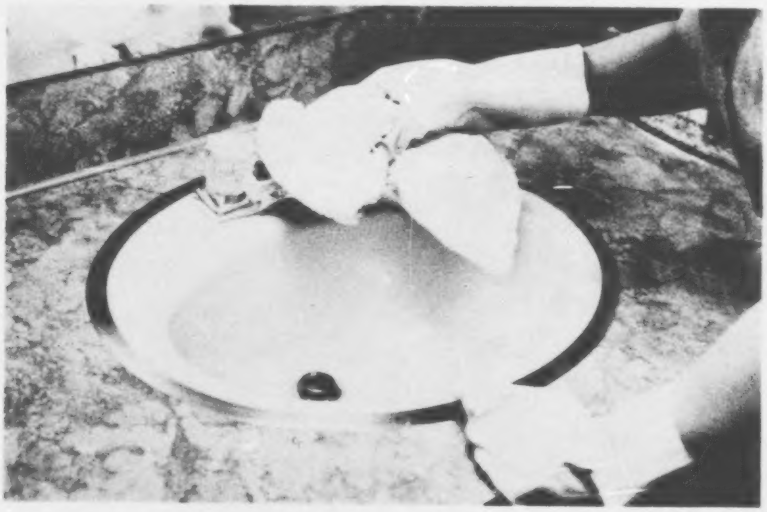
D. Scrub brush--Used to clean drain stopper, overflow, shower door tracks, bathtub, and other small, hand-cleaning tasks

FIGURE 13



E. Cleaning cloths--Used for washing and drying objects and surfaces

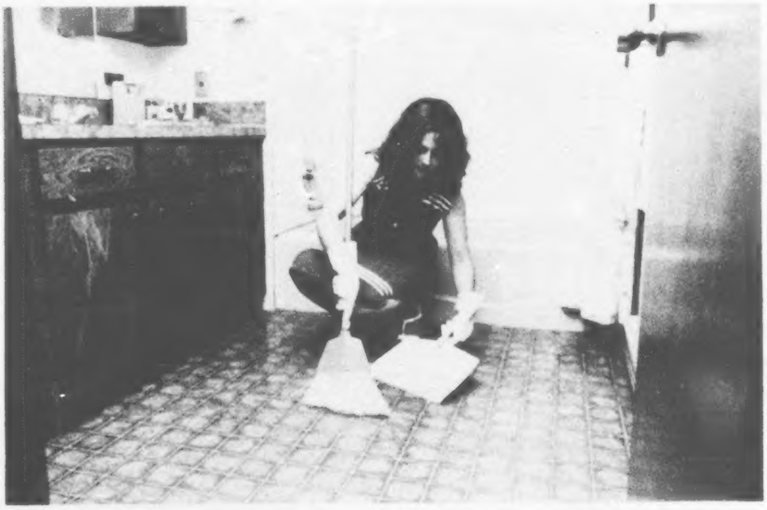
FIGURE 14



INFORMATION SHEET

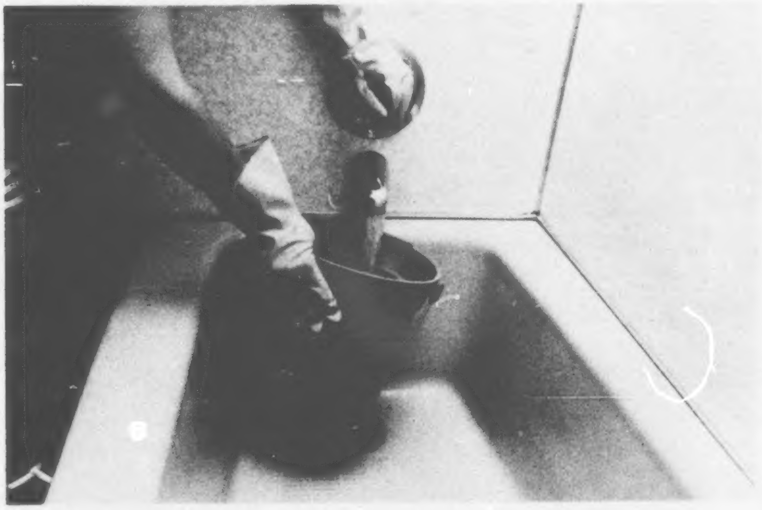
F. Dustpan--Used for picking up dirt and trash

FIGURE 15



G. Plastic pail--Used for mixing and holding detergent solutions and rinse water for mopping and hand cleaning

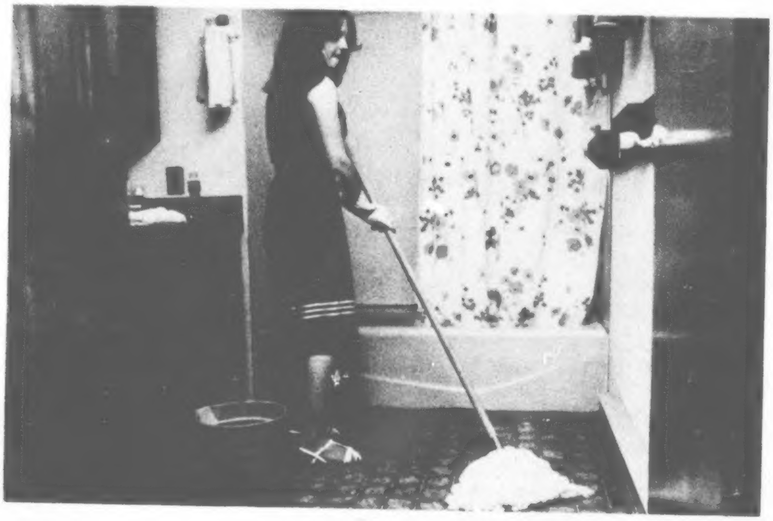
FIGURE 16



INFORMATION SHEET

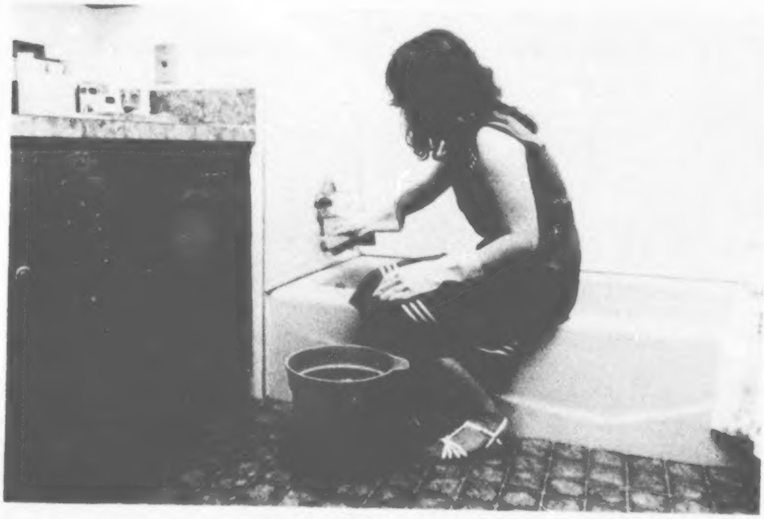
H. Wet mop--Used to transfer liquids to and from floor surfaces (Figure 17)

FIGURE 17



I. Sponge--Used wet to clean small areas

FIGURE 18



INFORMATION SHEET

IV. Bathroom cleaning supplies and their uses (Assignment Sheet #1)

A. Furniture polish--Polishes and protects wood and wood-like furniture

(NOTE: Use sparingly and use correct type for kind of wood.)

B. Glass cleaner--Cleans and polishes windows, glass table tops, and mirrors

C. Porcelain cleaner--Cleans, disinfects, sanitizes, and deodorizes porcelain sinks, tubs, and tiles; non-abrasive

D. Powdered cleanser--Removes embedded grease and dirt by rubbing

(NOTE: Powdered cleanser should not be used on fiberglass, plastic surfaces, and most polished metal.)

E. Synthetic detergent--Cleans most areas; general purpose, non-abrasive

F. Toilet bowl cleaner--Cleans, disinfects, and deodorizes toilets; used with bowl mop or brush

(NOTE: Do not use on other bathroom fixtures.)

G. Wastebasket liner--Lines wastebaskets for protection against liquid spills, gum, and other hard-to-remove items

H. White vinegar--Removes water mineral deposits from bathroom fixtures

I. Floor finish--Coats floor surfaces to provide protection and to improve appearance

V. Bathroom cleaning tasks

(NOTE: The frequency and degree of cleaning will be determined by the amount and type of bathroom use.)

A. Daily

1. Pick up and spot clean room
2. Empty wastebasket
3. Straighten and/or replace towels and washcloths
4. Rinse and wipe out sink and tub

B. Weekly

1. Clean complete toilet, using bowl cleaner
2. Clean and polish mirrors and glass doors
3. Scrub sink, tub, and/or shower enclosure

INFORMATION SHEET

4. Vacuum carpet or shake out throw rugs
5. Sweep and wet mop floor

C. Periodic (when needed)

1. Wash windows
2. Launder shower curtain
3. Remove and clean light fixtures
4. Launder throw rugs
5. Clean walls and woodwork
6. Refinish floor, if not carpeted

BATHROOM CLEANING
UNIT III

ASSIGNMENT SHEET #1--READ LABEL INFORMATION FOR BATHROOM CLEANING SUPPLIES

NAME ________________________________ SCORE ______________

To prevent damage to equipment, plumbing fixtures, and cleaning surfaces, and to avoid personal injuries, a housekeeping aide must be able to read and follow manufacturers' instructions printed on containers of cleaning supplies.

On the following sheets, write the requested information for each of the four basic cleaning supplies.

(NOTE: Some products will not list all the requested information.)

A. Glass cleaner

B. Porcelain cleaner

C. Synthetic detergent

D. Toilet bowl cleaner

ASSIGNMENT SHEET #1

PART I--Label Information

A. Type of product GLASS CLEANER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART II--Label Information

A. Type of product PORCELAIN CLEANER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART III--Label Information

A. Type of product SYNTHETIC DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CLS - 527-B

ASSIGNMENT SHEET #1

PART IV--Label Information

A. Type of product TOILET BOWL CLEANER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

BATHROOM CLEANING
UNIT III

ANSWERS TO ASSIGNMENT SHEET

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

BATHROOM CLEANING
UNIT III

JOB SHEET #1–PERFORM DAILY RESIDENTIAL BATHROOM CLEANING TASKS

I. Equipment and supplies (Figure 19)

  A. Synthetic detergent

  B. Cleaning cloths

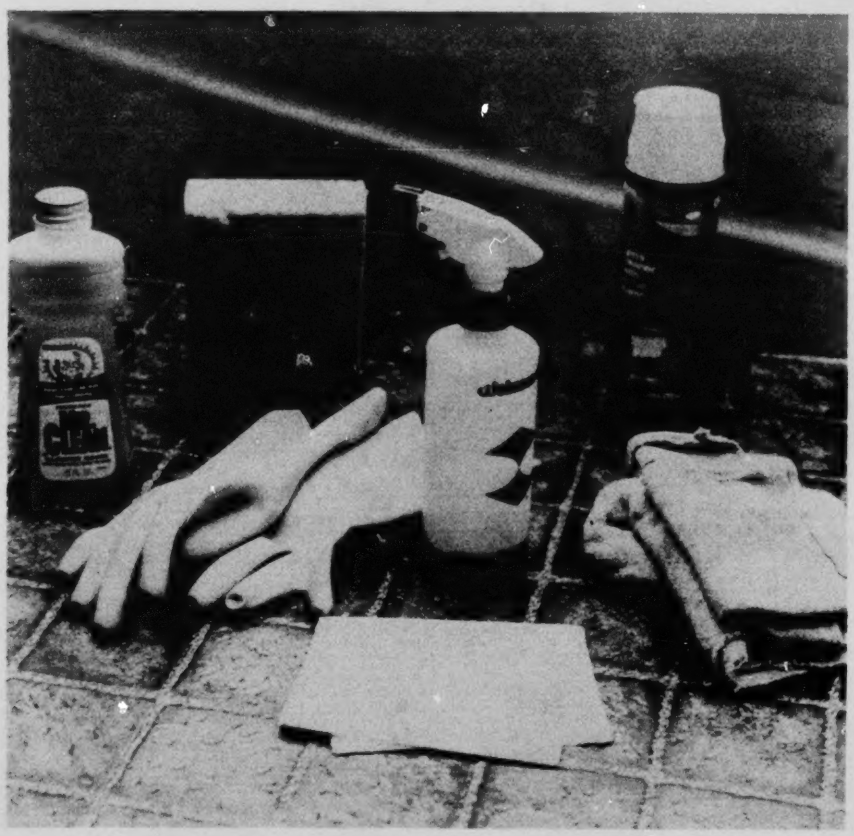
  C. Glass cleaner

  D. Sponge (optional)

  E. Wastebasket liner (plastic or paper bag)

  F. Spray bottle (optional)

FIGURE 19



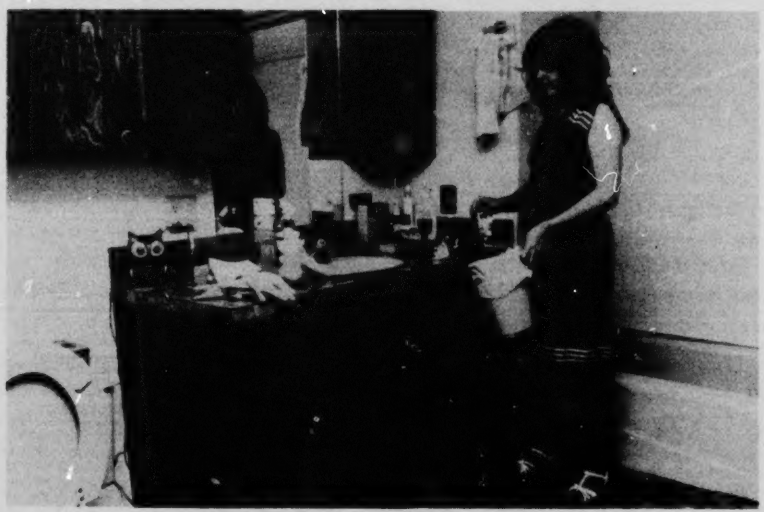
JOB SHEET #1

II. Procedure for daily cleaning

A. Pick up litter and empty wastebasket (Figure 20)

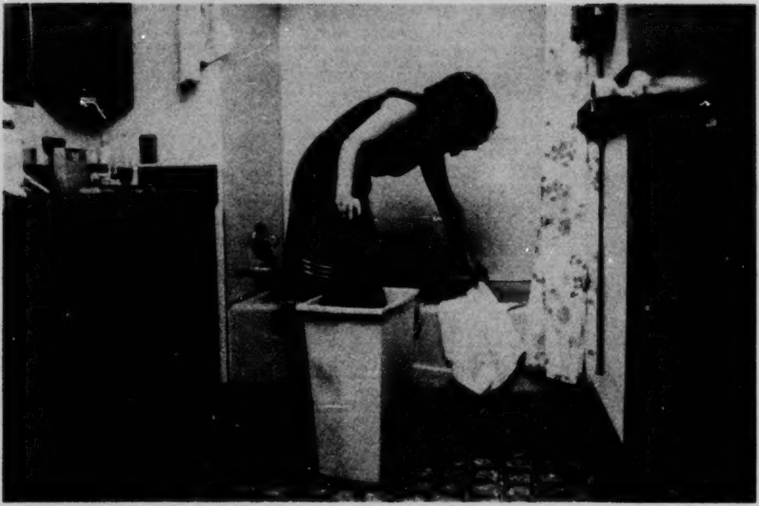
(NOTE: Replace liner when needed.)

FIGURE 20



B. Pick up dirty clothes, towels, and washcloths; place in laundry hamper (Figure 21)

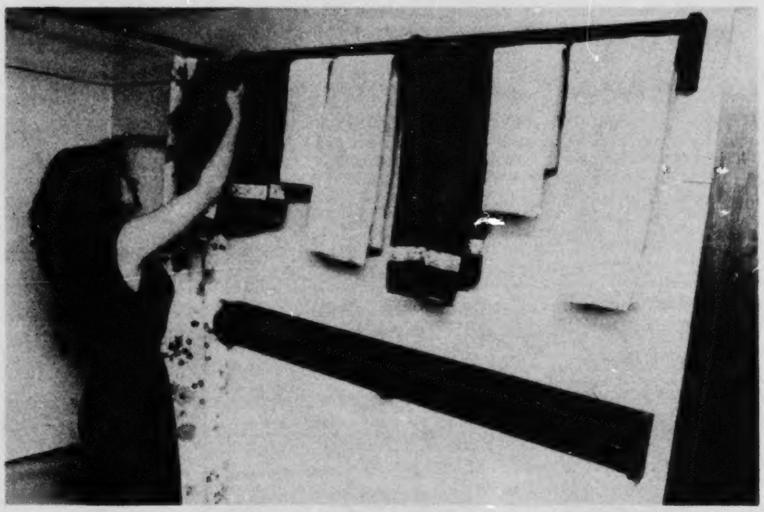
FIGURE 21



JOB SHEET #1

C. Hang and straighten towels and washcloths, or put out fresh ones (Figure 22)

FIGURE 22



D. Return articles such as shampoo, soap, toothpaste, and toothbrushes to proper location (Figure 23)

(NOTE: Put cap on toothpaste.)

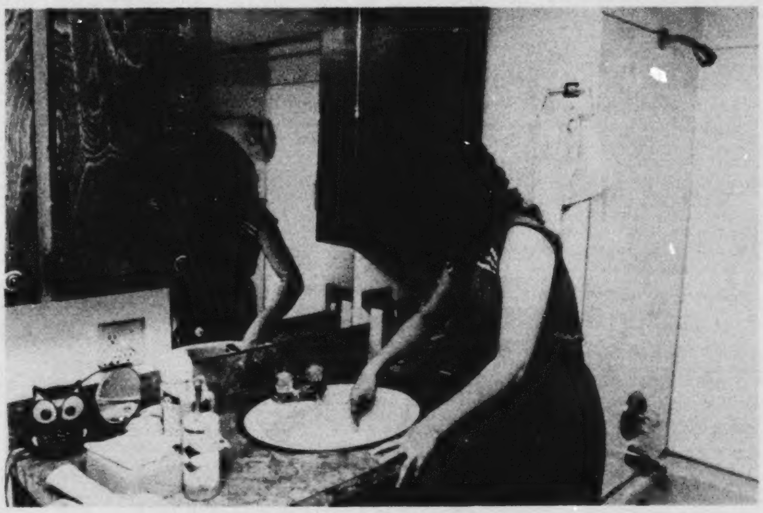
FIGURE 23

JOB SHEET #1

E. Clean sink and vanity top

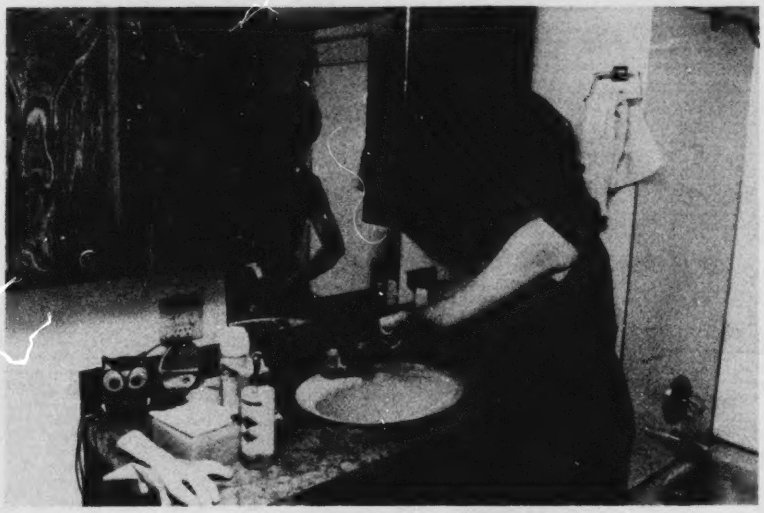
1. Rinse washbasin with water from sink faucet (Figure 24)

FIGURE 24



2. Wet clean cloth with warm water and wring out until damp (Figure 25)

FIGURE 25

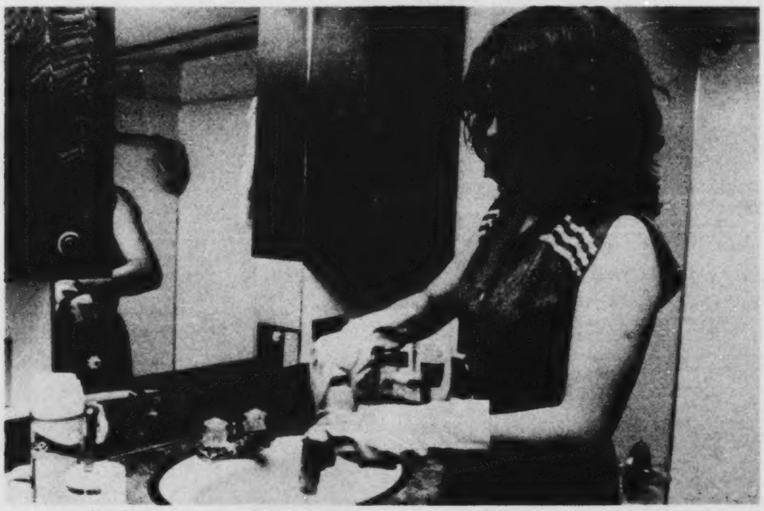


JOB SHEET #1

3. Apply small amount of synthetic detergent to cleaning cloth (Figure 26)

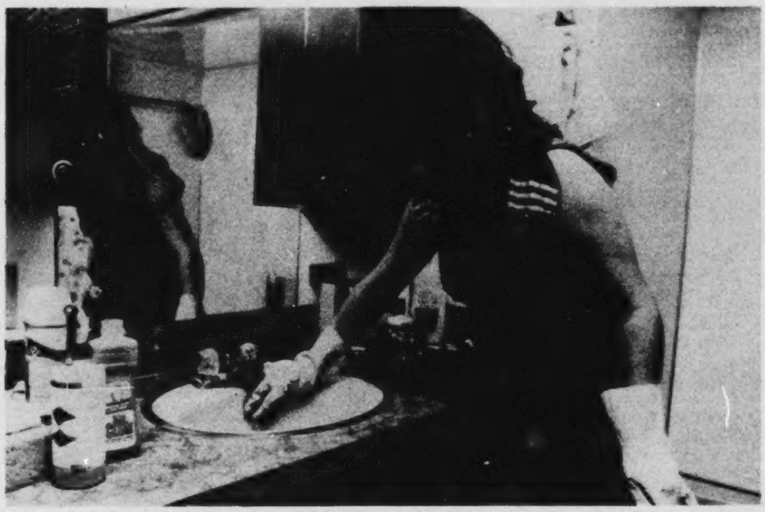
   (NOTE: An aerosol spray detergent may be used to spray sink basin.)

FIGURE 26



4. Wash sink basin with damp cloth and detergent (Figure 27)

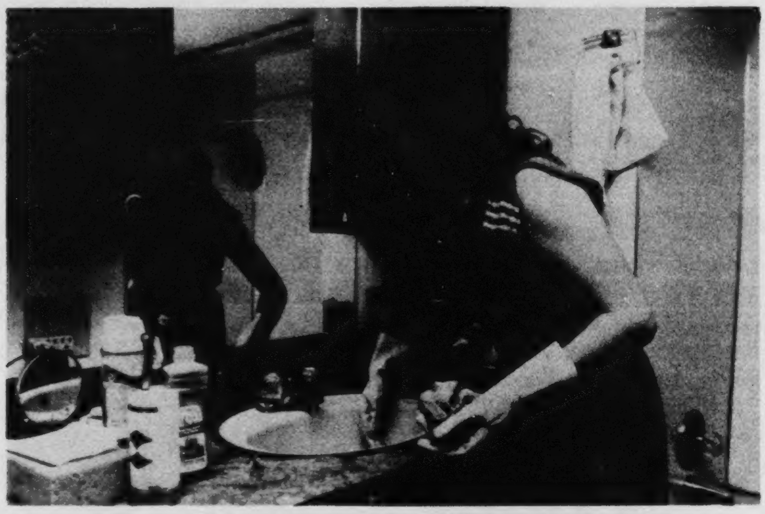
FIGURE 27



JOB SHEET #1

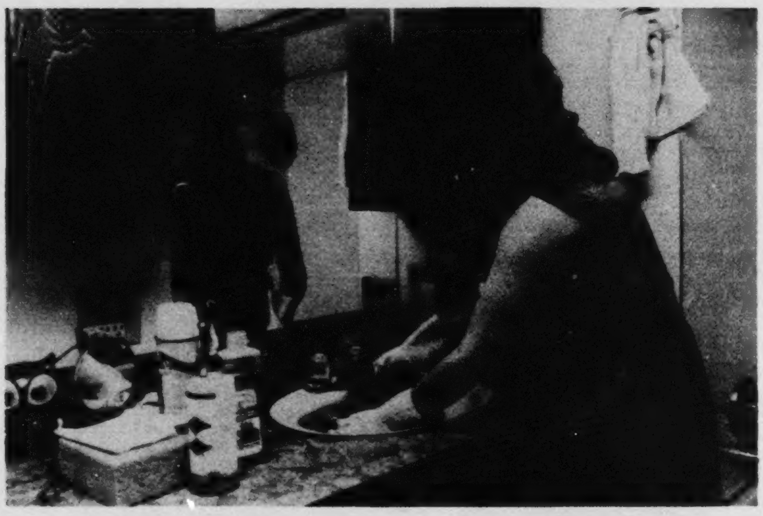
5. Rinse sink using hands and warm water from sink faucet (Figure 28)

FIGURE 28



6. Rinse cloth under faucet and wring out until damp (Figure 29)

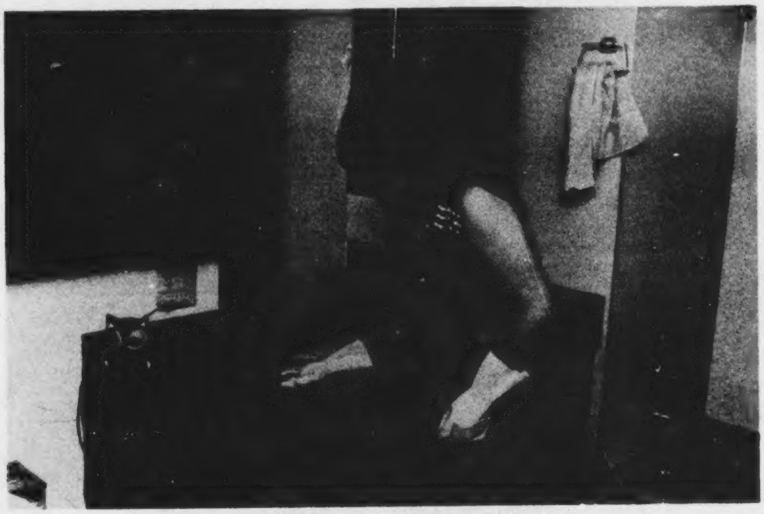
FIGURE 29



JOB SHEET #1

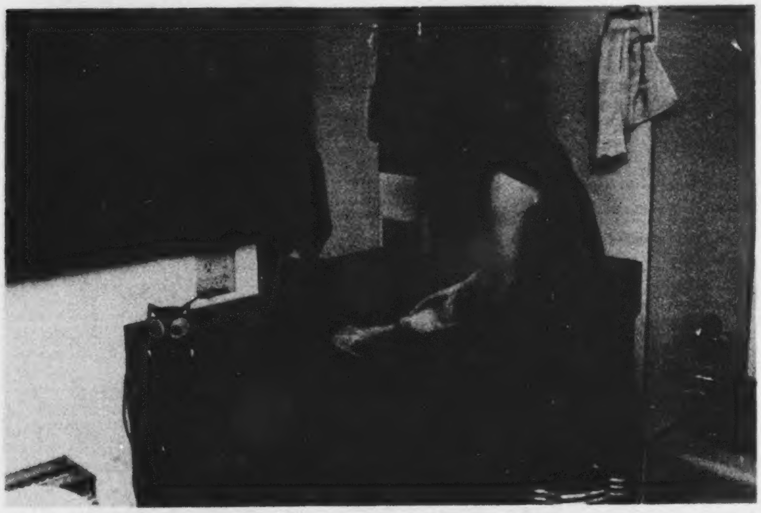
7. Wipe off vanity top, using damp cloth (Figure 30)

FIGURE 30



8. Rinse cloth under faucet and wring out until damp (Figure 31)

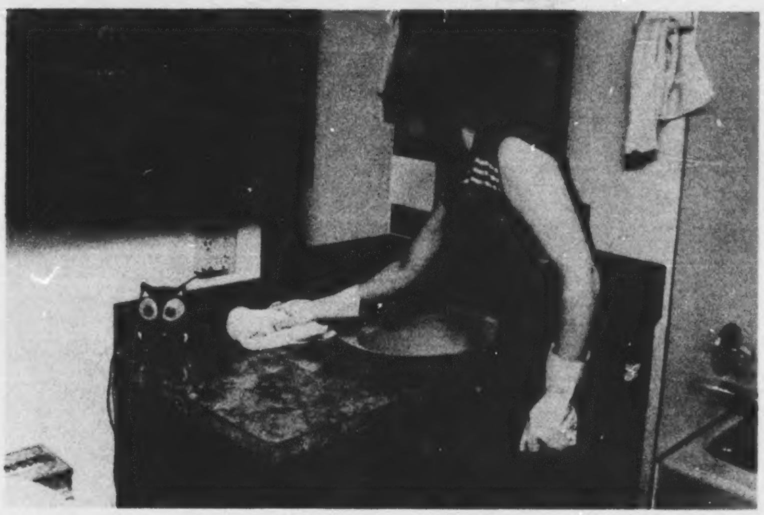
FIGURE 31



JOB SHEET #1

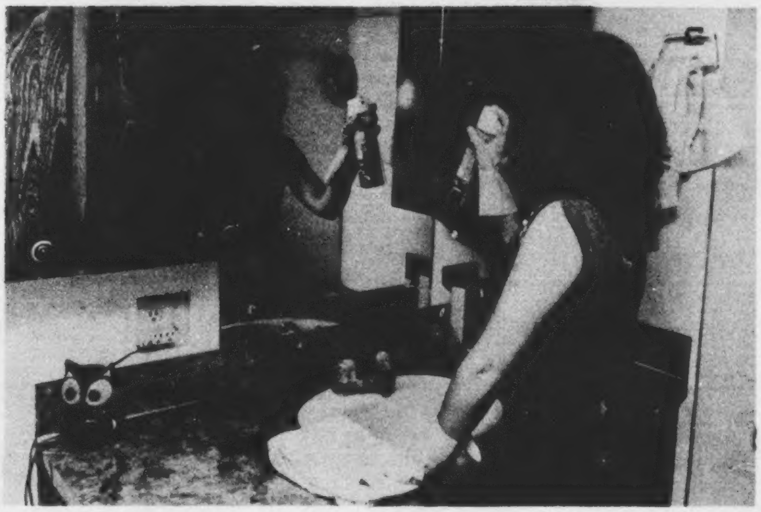
9. Dry vanity top, sink basin, and faucets with clean, dry cloth (Figure 32)

FIGURE 32



F. Spot clean mirror with glass cleaner and clean, dry cloth (Figure 33)

FIGURE 33

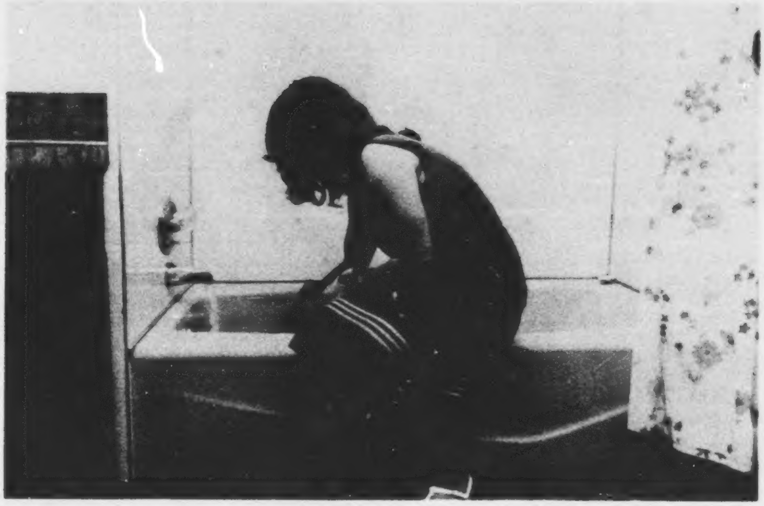


JOB SHEET #1

G. Clean bathtub

1. Rinse tub with clean water from tub faucet (Figure 34)

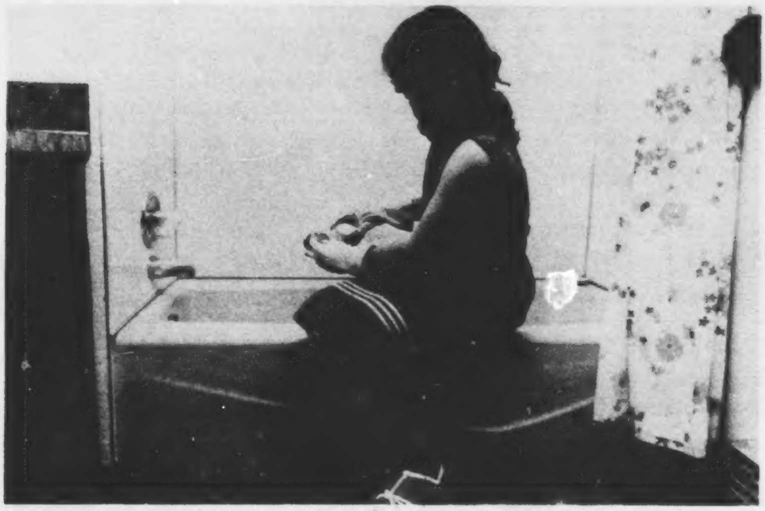
FIGURE 34



2. Apply small amount of synthetic detergent to damp cleaning cloth (Figure 35)

(NOTE: The tub may be sprayed with an aerosol detergent spray.)

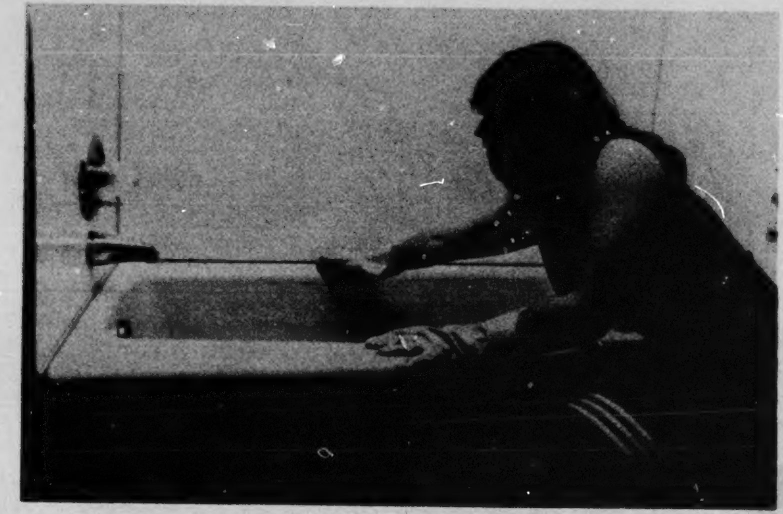
FIGURE 35



JOB SHEET #1

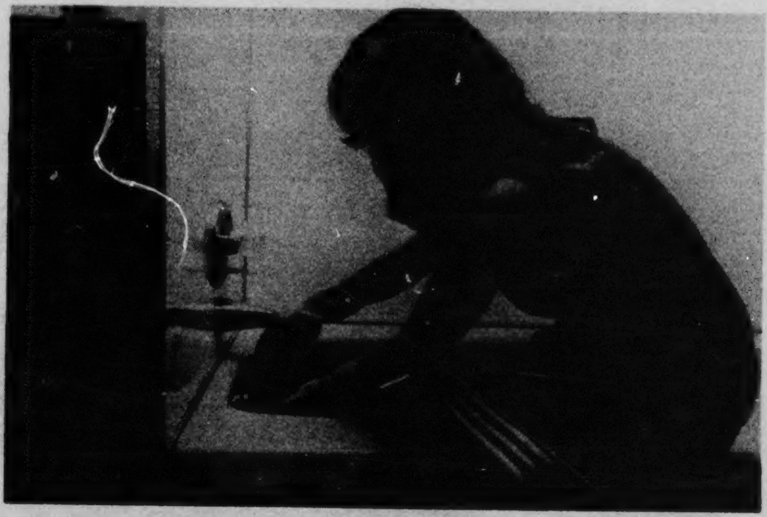
3. Wash bathtub with damp cloth and detergent (Figure 36)

FIGURE 36



4. Rinse cloth under tub faucet (Figure 37)

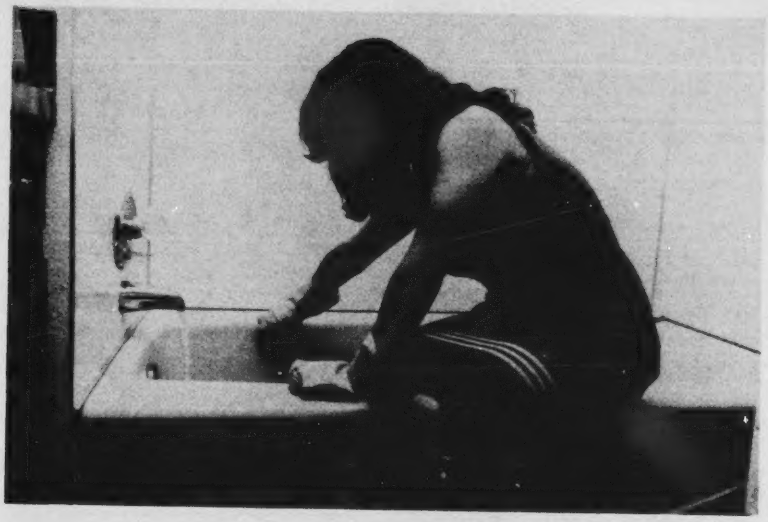
FIGURE 37



JOB SHEET #1

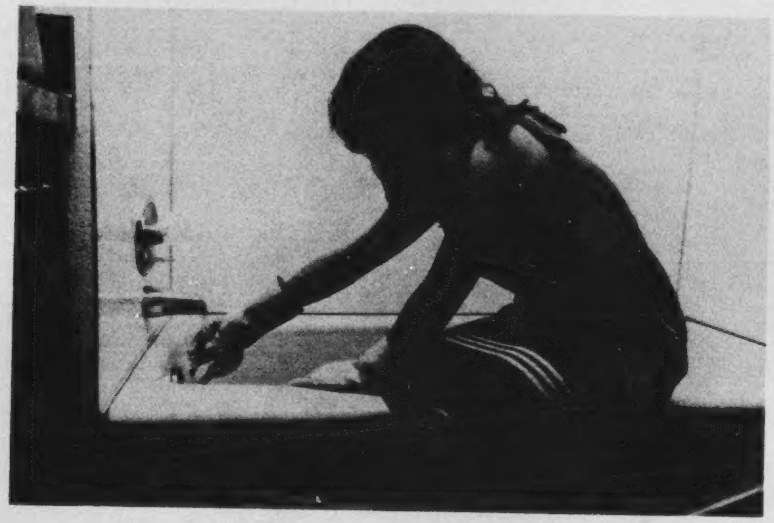
5. Rinse tub using cleaning cloth and water from tub faucet (Figure 38)

FIGURE 38



6. Rinse out cleaning cloth and wring dry (Figure 39)

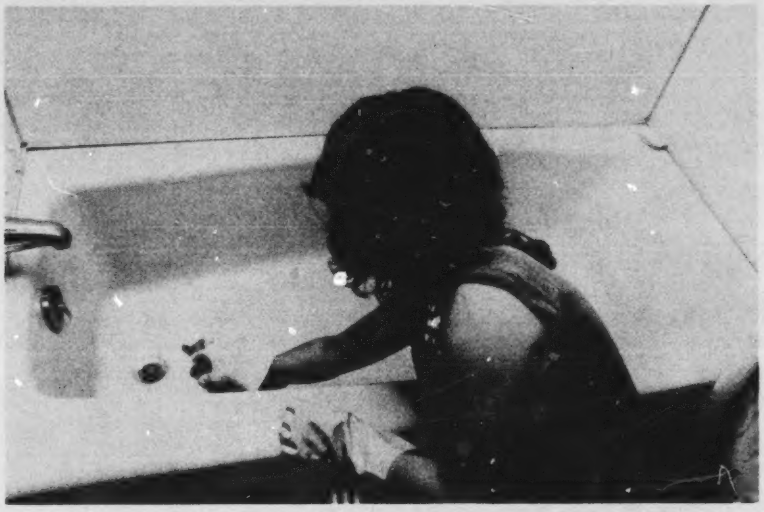
FIGURE 39



JOB SHEET #1

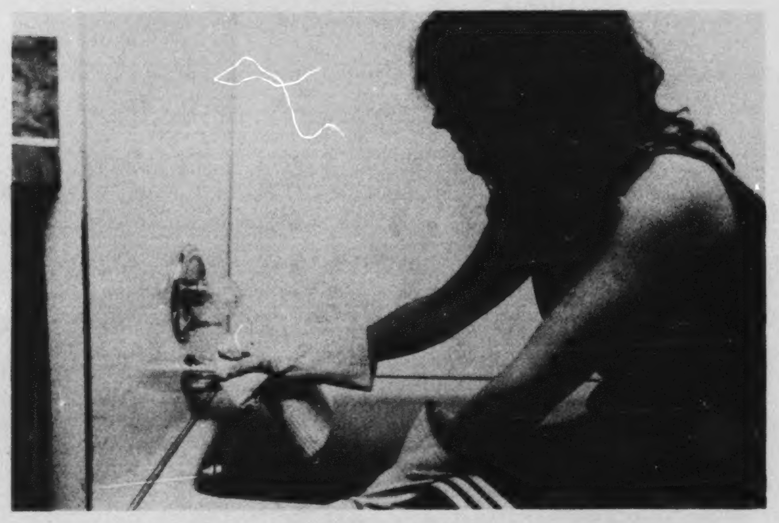
7. Wipe up excess water from tub with wrung out cleaning cloth (Figure 40)

FIGURE 40



8. Dry faucets and tub with clean, dry cloth (Figure 41)

FIGURE 41



BATHROOM CLEANING
UNIT III

JOB SHEET #2--PERFORM WEEKLY RESIDENTIAL BATHROOM CLEANING TASKS

I. Equipment and supplies (Figure 42)

A. Synthetic detergent
B. Glass cleaner
C. Spray bottle (optional)
D. White vinegar (optional)
E. Rubbing alcohol (optional)
F. Powdered cleanser (optional)
G. Sponge (optional)
H. Scrub brush
I. Toilet bowl cleaner
J. Toilet bowl mop
K. Rubber gloves
L. Cleaning cloths
M. Wastebasket liner (plastic or paper bag)
N. Plastic pail
O. Vacuum cleaner
P. Wet mop
Q. Broom
R. Dustpan
S. Acid-base cleaner (optional)

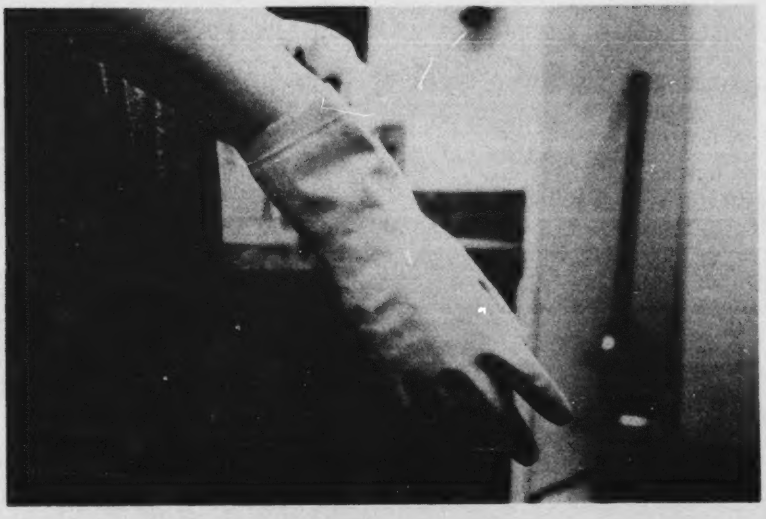
FIGURE 42

JOB SHEET #2

II. Procedure for weekly cleaning

A. Put on rubber gloves (Figure 43)

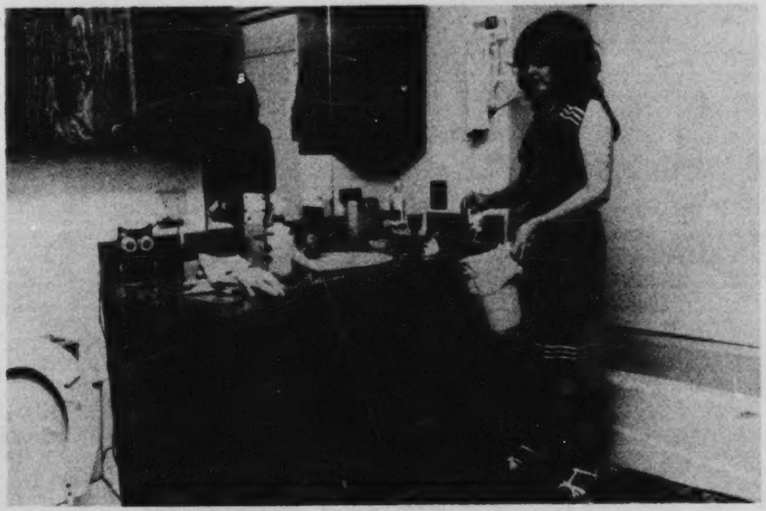
FIGURE 43



B. Pick up litter and empty wastebasket (Figure 44)

(NOTE: Replace liner when needed.)

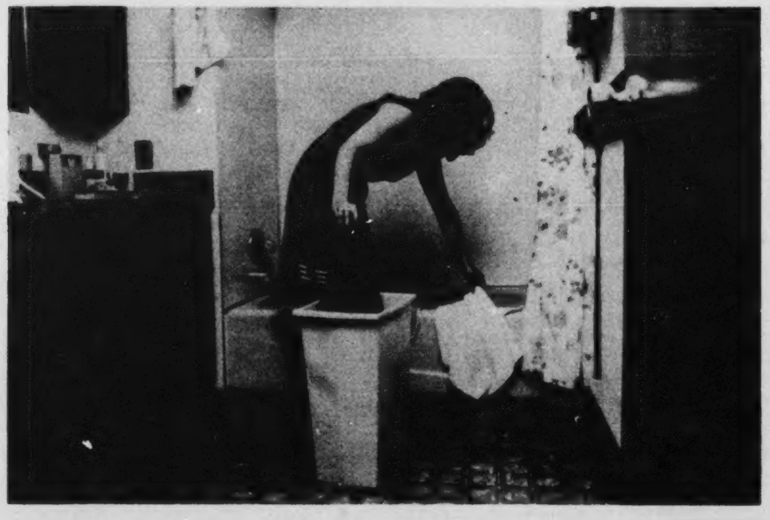
FIGURE 44



JOB SHEET #2

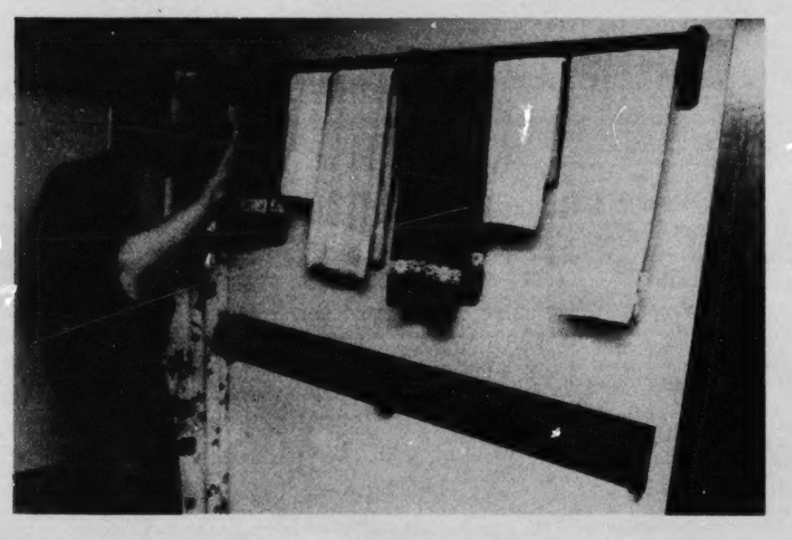
C. Pick up dirty clothes, towels, washcloths, and bath mats; place in laundry hamper (Figure 45)

FIGURE 45



D. Hang and straighten towels and washcloths, or put out fresh ones (Figure 46)

FIGURE 46

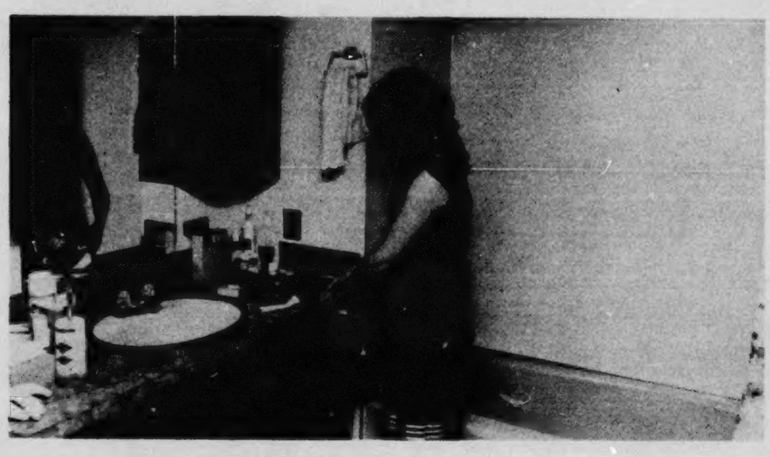


JOB SHEET #2

E. Return articles such as shampoo, soap, toothpaste, and toothbrushes to proper location (Figure 47)

(NOTE: Put cap on toothpaste.)

FIGURE 47

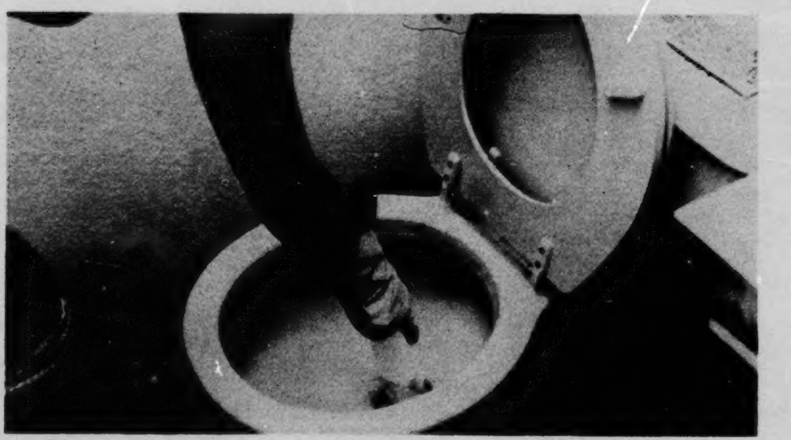


F. Clean toilet

1. Flush toilet and force excess water over trap using bowl mop and a pumping motion (Figure 48)

   (NOTE: By lowering the water level, the water ring can be removed during cleaning.)

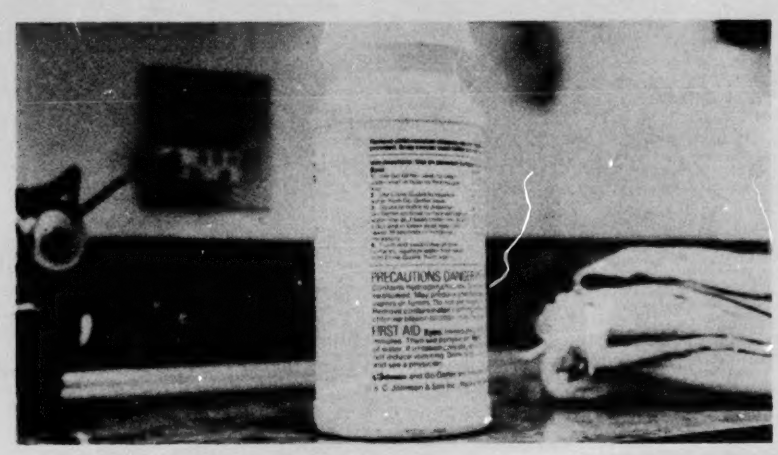
FIGURE 48



JOB SHEET #2

2. Read label information on bowl cleaner (Figure 49)

FIGURE 49

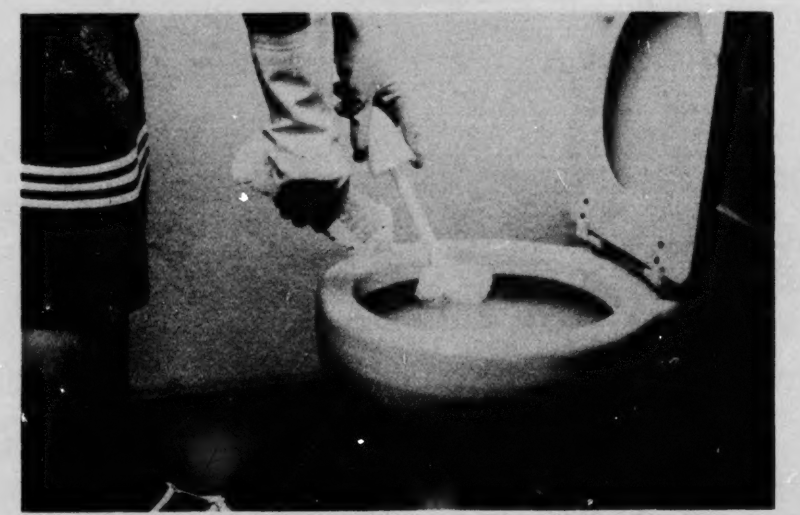


3. Pour a small amount of bowl cleaner on bowl mop, and swab down inside of toilet bowl (Figure 50)

   (NOTE: Be sure to get under flushing rim.)

   (CAUTION: MOST BOWL CLEANERS CONTAIN HYDROCHLORIC ACID AND ARE VERY DANGEROUS.)

FIGURE 50

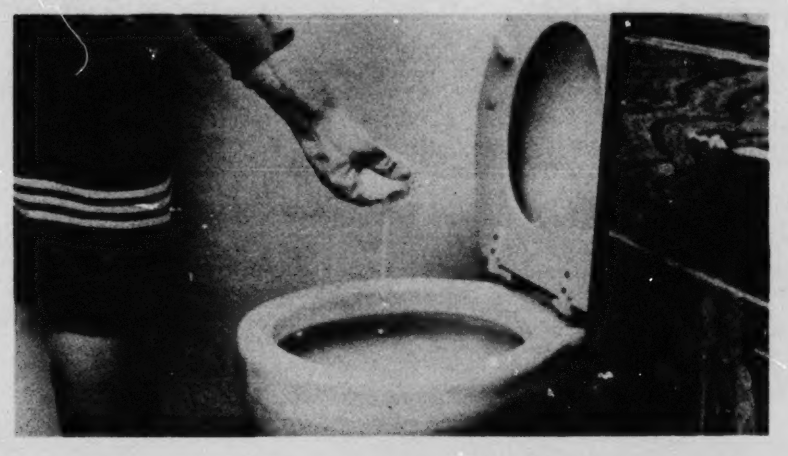


JOB SHEET #2

4. Squeeze out excess solution from bowl mop and place in plastic container (Figure 51)

   (NOTE: Bowl mop may be left in bowl.)

FIGURE 51



5. Let bowl cleaner soak while cleaning vanity and bathtub

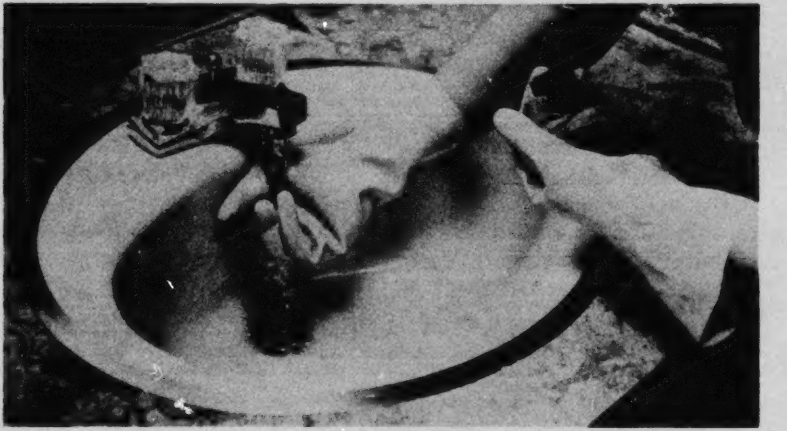
   (NOTE: Do not flush toilet.)

G. Clean sink and vanity

1. Wet down sink basin with water from faucet (Figure 52)

   (NOTE: Soaking sink helps to loosen soil and soap scum.)

FIGURE 52

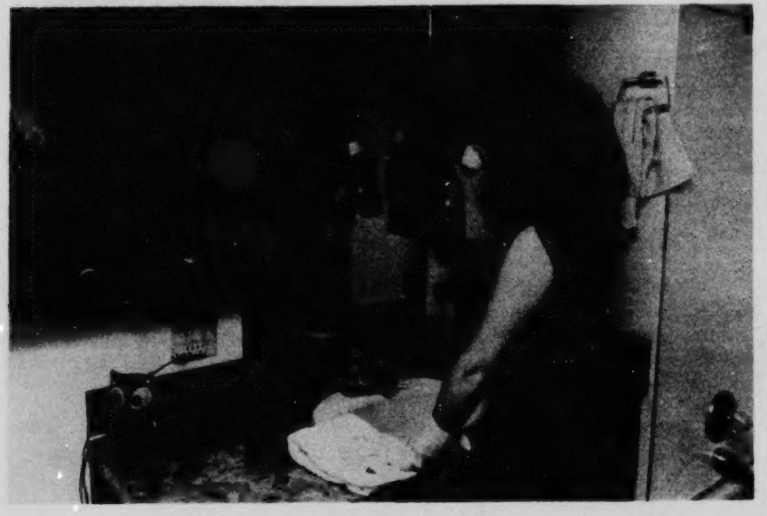


JOB SHEET #2

2. Spray mirror with glass cleaner (Figure 53)

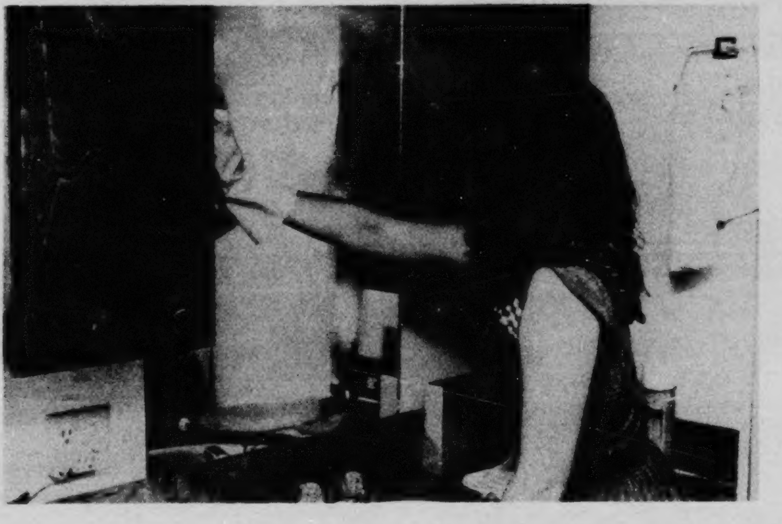
(NOTE: Follow manufacturer's directions.)

FIGURE 53



3. Spread glass cleaner over mirror with clean, dry cloth (Figure 54)

FIGURE 54

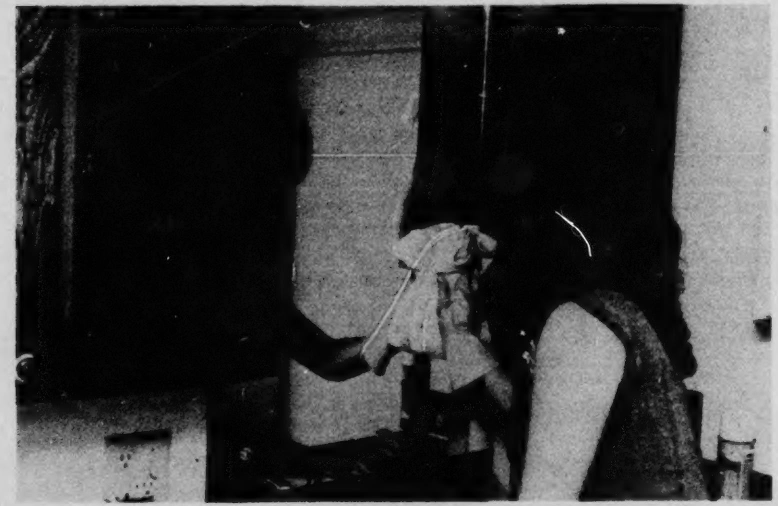


JOB SHEET #2

4. Polish mirror with clean, soft cloth (Figure 55)

   (NOTE: Pay special attention to corners and edges.)

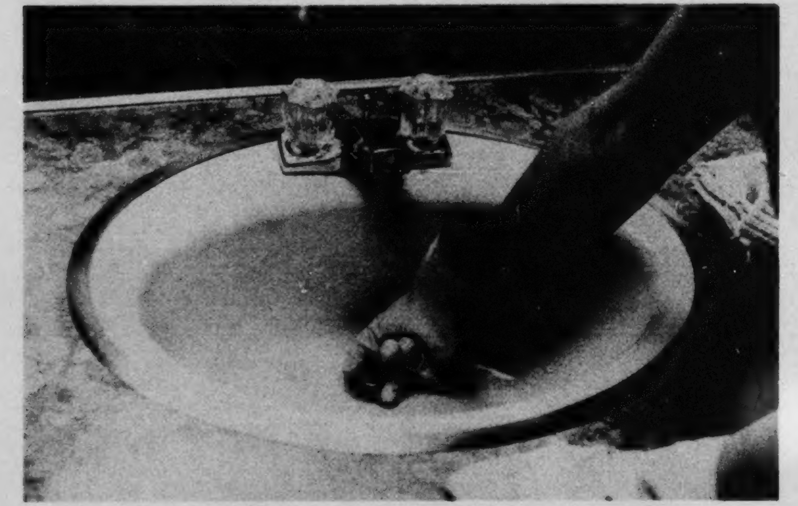
FIGURE 55



5. Remove sink stopper, rinse under faucet and replace (Figure 56)

   (NOTE: Scrub with scrub brush if needed.)

FIGURE 56

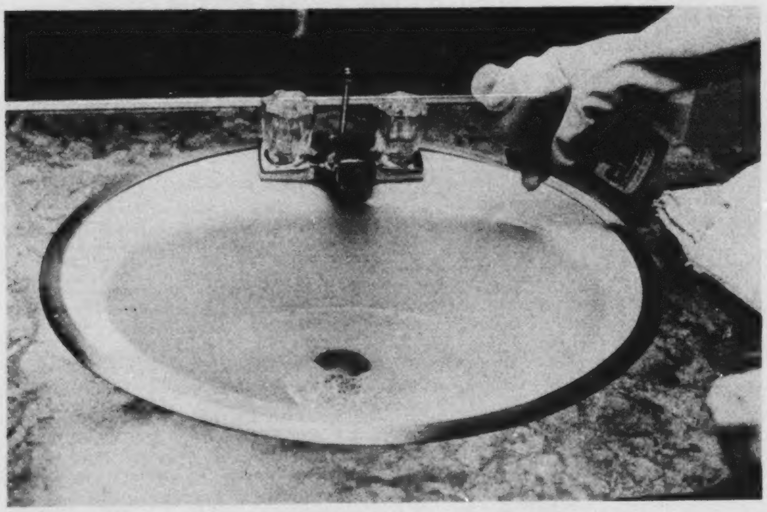


JOB SHEET #2

6. Fill sink about 1/3 full with warm water and add small amount of synthetic detergent (Figure 57)

   (NOTE: Too much detergent will cause heavy suds and make rinsing difficult.)

FIGURE 57



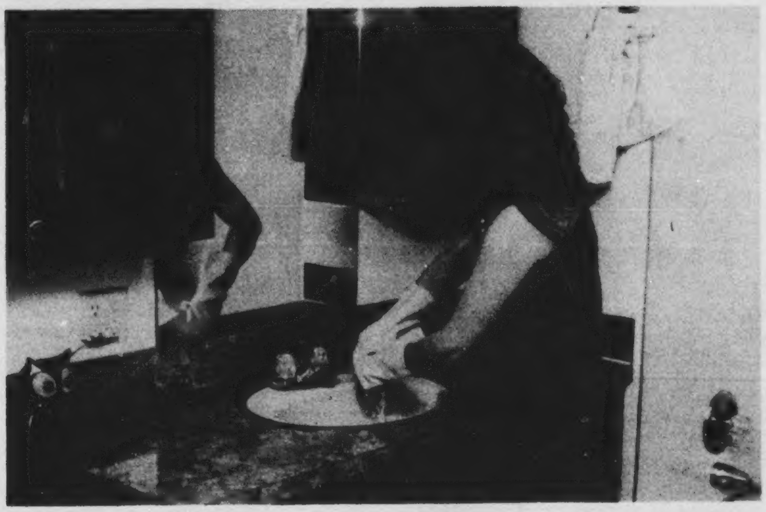
7. Remove loose articles from vanity top (Figure 58)

FIGURE 58

JOB SHEET #2

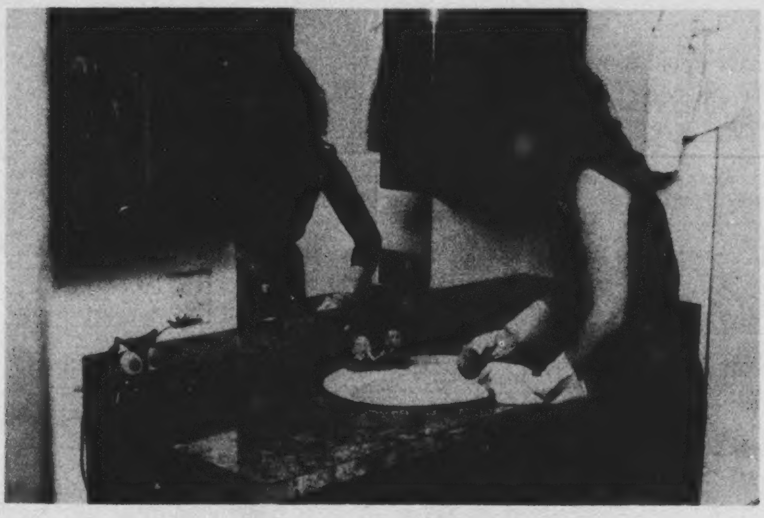
8. Dip cleaning cloth in detergent solution and wring out (Figure 59)

FIGURE 59



9. Wipe top area of sink basin and faucets (Figure 60)

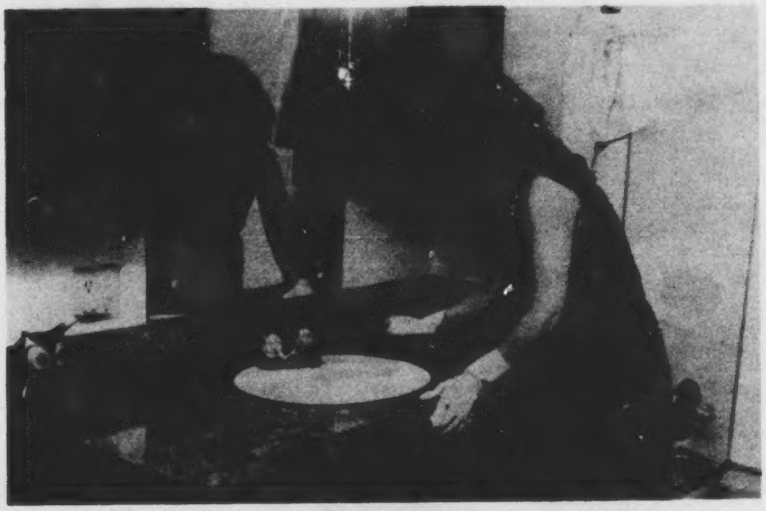
FIGURE 60



JOB SHEET #2

10. Wipe vanity top and wall area around vanity (Figure 61)

FIGURE 61



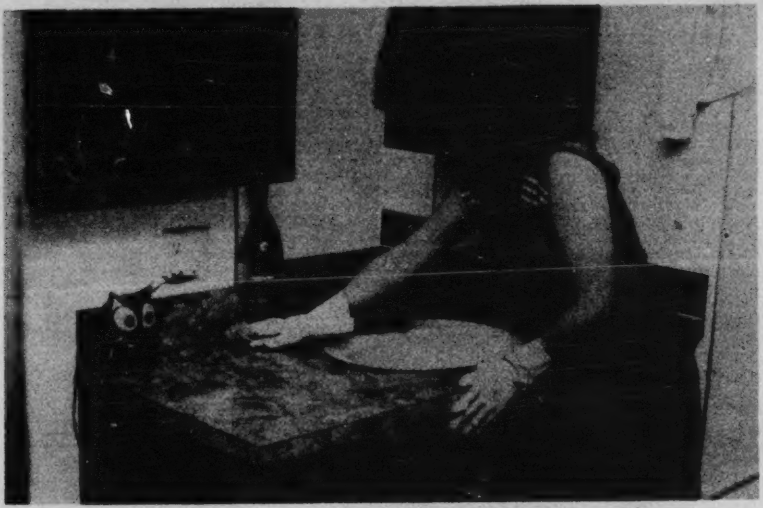
11. Lightly rinse cleaning cloth under faucet and wring out until damp (Figure 62)

FIGURE 62

JOB SHEET #2

12. Wipe vanity top with rinsed out cleaning cloth, removing excess water and wringing out in sink basin (Figure 63)

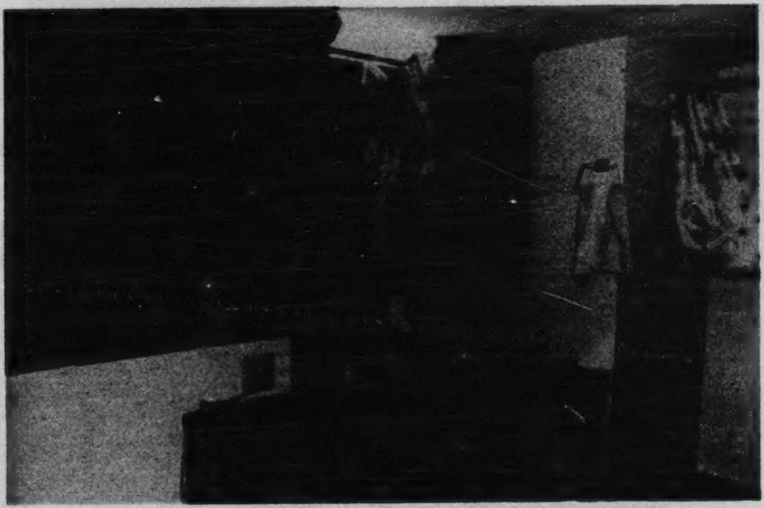
FIGURE 63



13. Damp wipe vanity light fixture (Figure 64)

(CAUTION: NEVER CLEAN A HOT LIGHT FIXTURE.)

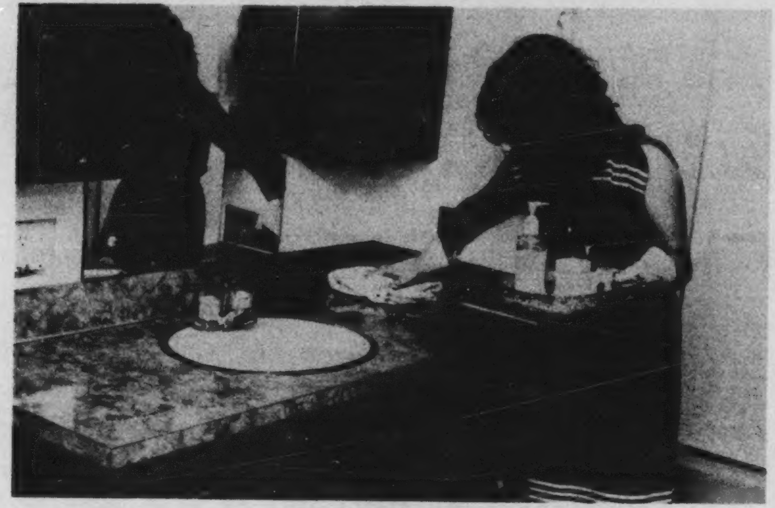
FIGURE 64



JOB SHEET #2

14. Dry vanity top with clean, dry cloth and replace loose articles (Figure 65)

FIGURE 65

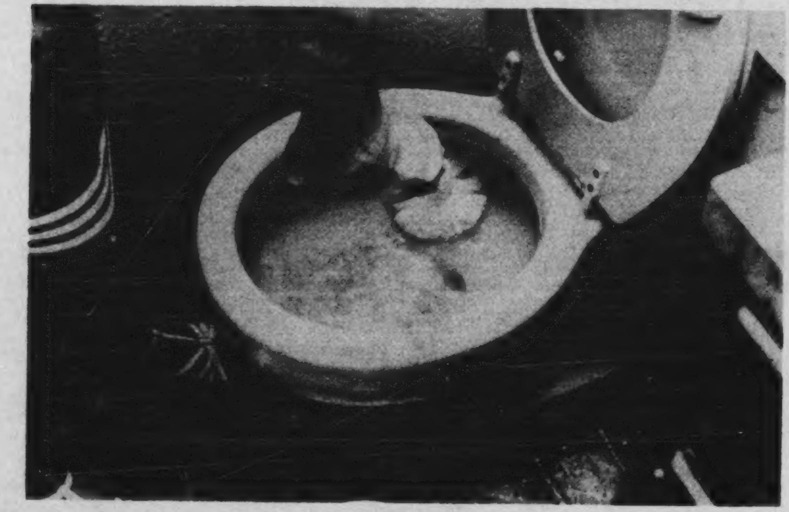


H. Clean toilet

1. Flush toilet, and rinse inside bowl area with bowl mop (Figure 66)

   (NOTE: Wring out bowl mop and put away.)

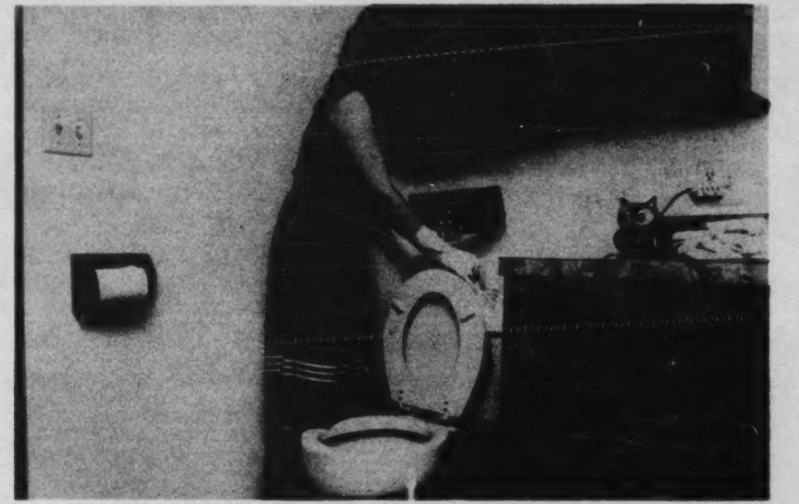
FIGURE 66



JOB SHEET #2

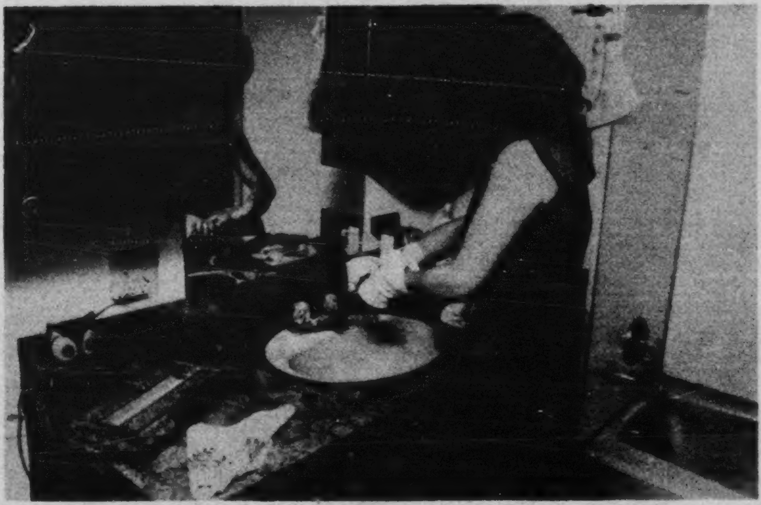
2. Remove any loose items from top of toilet reservoir (Figure 67)

FIGURE 67



3. Dip cleaning cloth in detergent solution in sink basin and wring out (Figure 68)

FIGURE 68

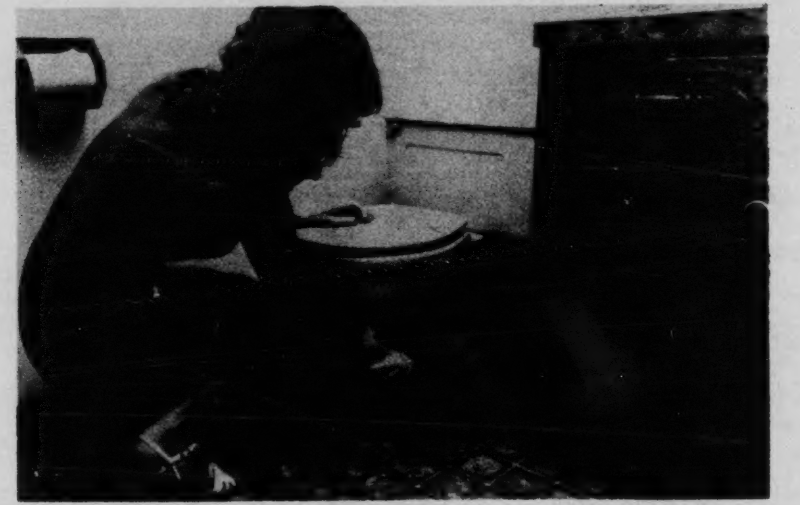


JOB SHEET #2

4. Wipe outside surfaces of toilet reservoir and toilet base (Figure 69)

   (NOTE: Pay special attention to nooks and crevices on underneath side especially around seat and floor anchor bolts.)

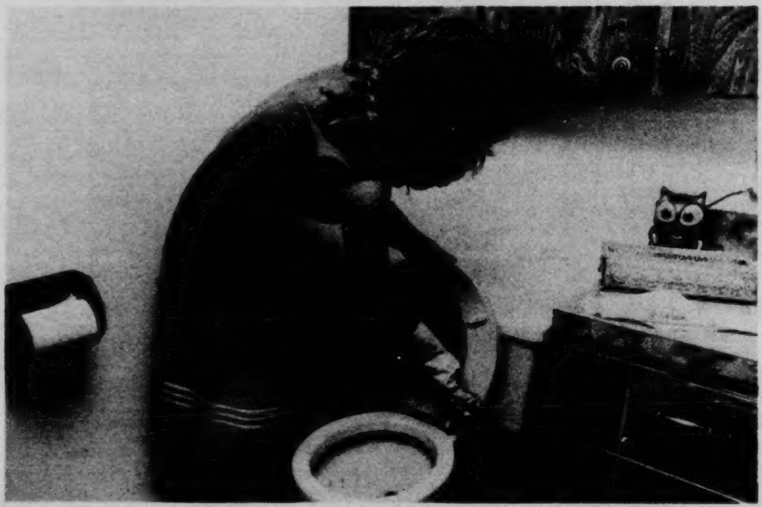
FIGURE 69



5. Wipe top and underneath sides of toilet seat and seat cover (Figure 70)

   (NOTE: Rinse cleaning cloth in detergent solution as needed.)

FIGURE 70



JOB SHEET #2

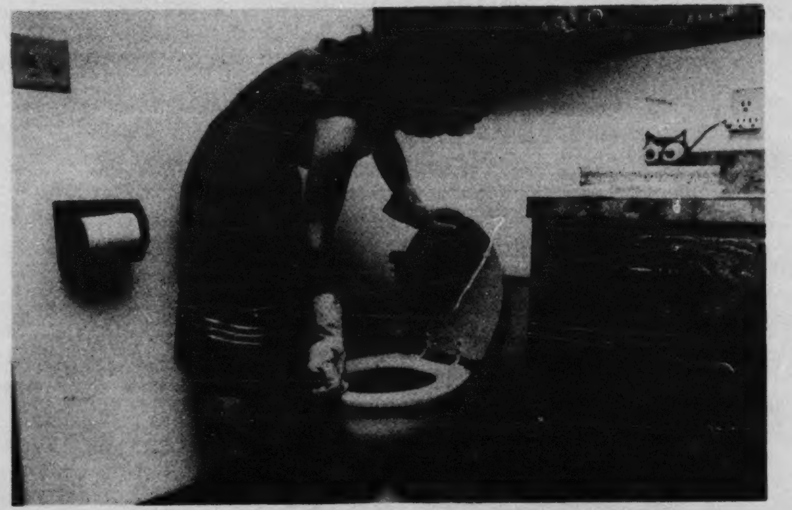
6. Wipe floor area behind toilet with cleaning cloth (Figure 71)

(NOTE: This area is hard to reach with a floor mop.)

FIGURE 71

7. Dry toilet seat and cover (Figure 72)

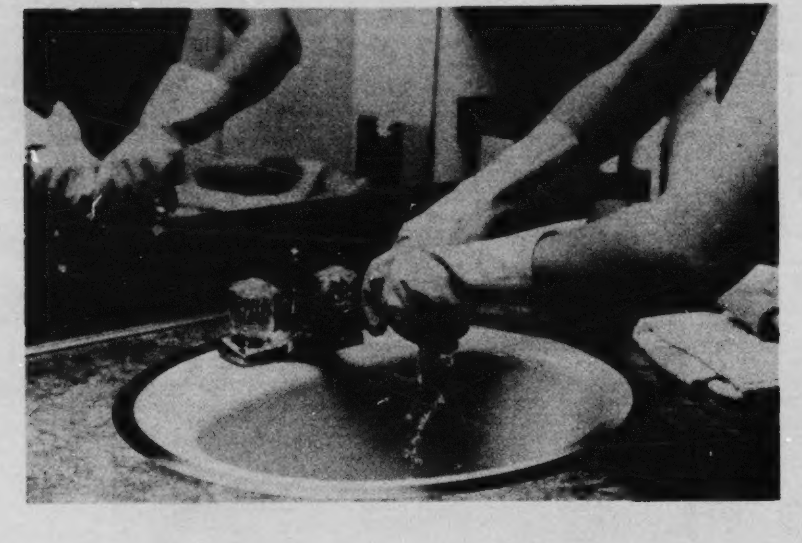
FIGURE 72



JOB SHEET #2

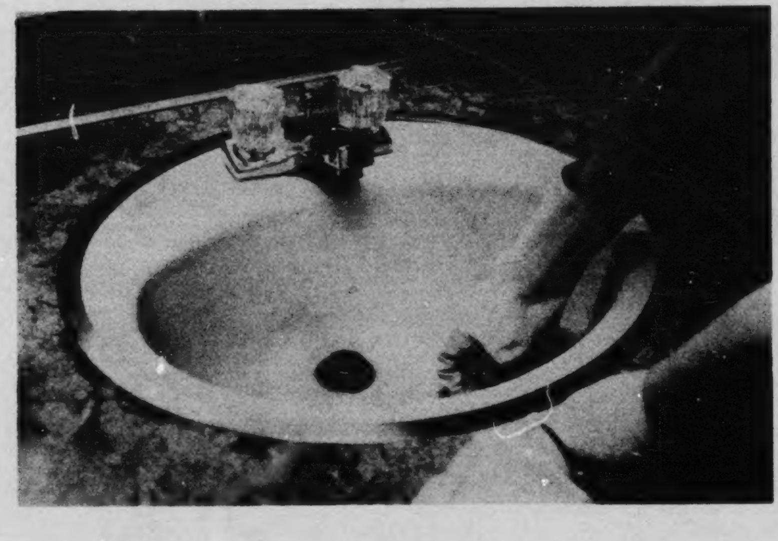
8. Rinse out cleaning cloth in detergent solution (Figure 73)

FIGURE 73



I. Open basin drain and wipe inside of sink basin as it drains (Figure 74)

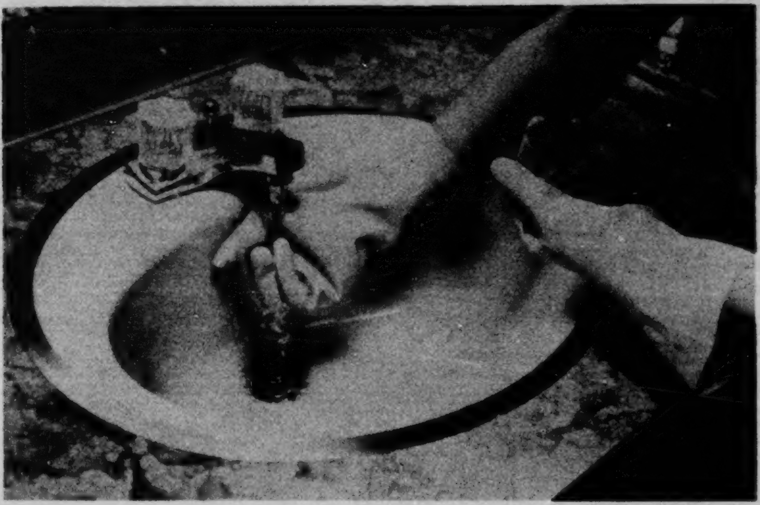
FIGURE 74



JOB SHEET #2

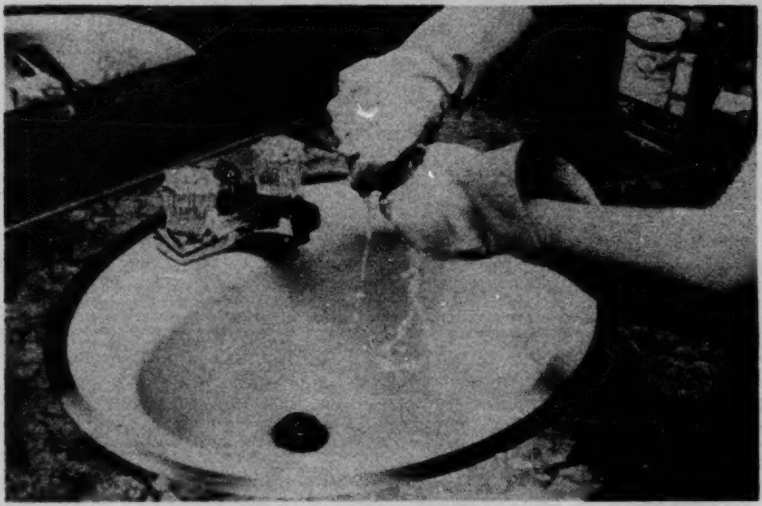
J. Rinse out cleaning cloth and inside of sink basin with water from faucet (Figure 75)

FIGURE 75



K. Wring out cleaning cloth (Figure 76)

FIGURE 76

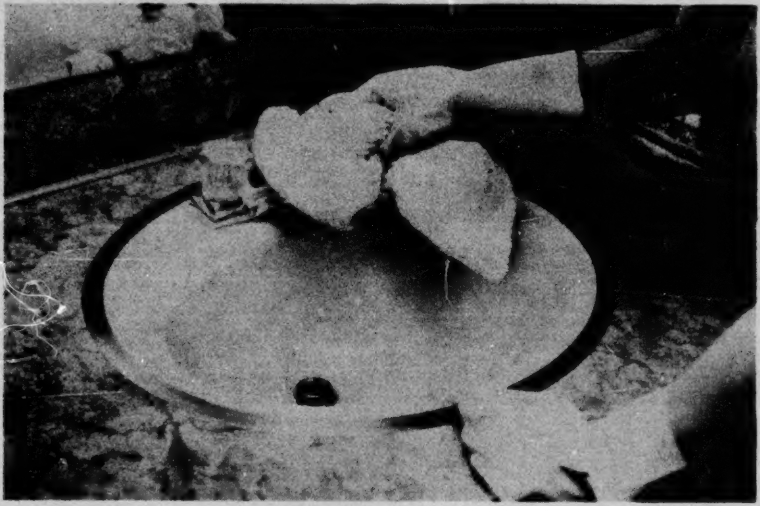


JOB SHEET #2

L. Dry sink basin and faucets with clean, dry cloth (Figure 77)

(NOTE: If faucets have mineral deposits built up around them, these deposits can be removed by rubbing with a cloth wet with white vinegar.)

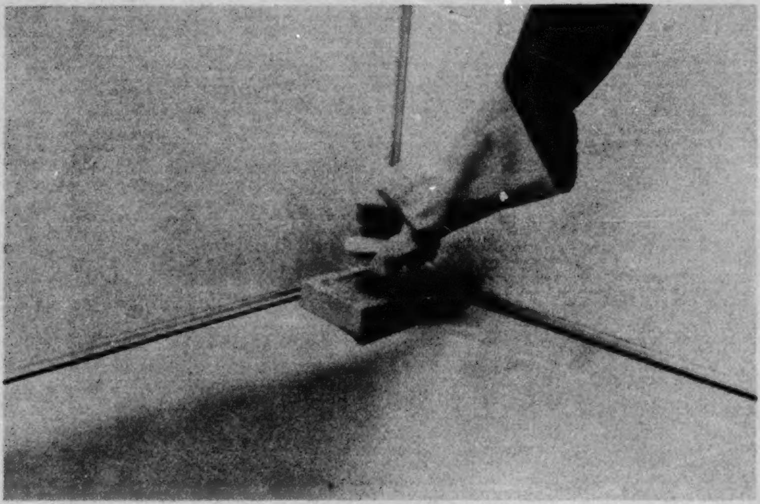
FIGURE 77



M. Clean bathtub

1. Remove used soap from bathtub soap holder (Figure 78)

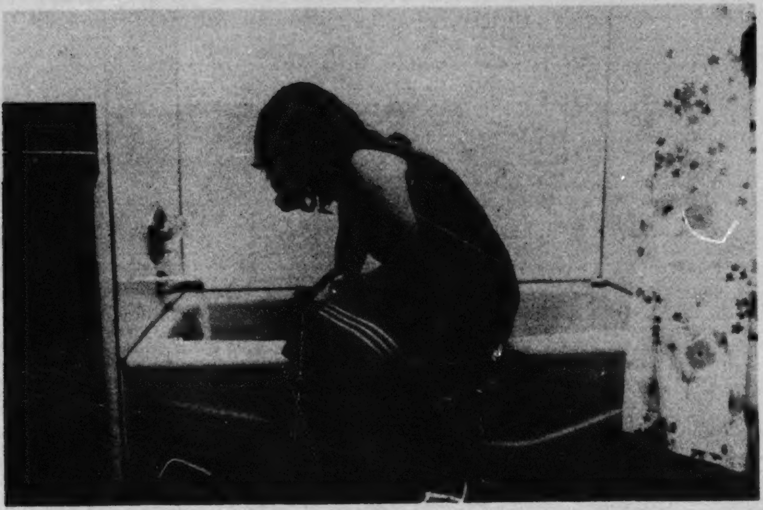
FIGURE 78



JOB SHEET #2

2. Wet down inside of bathtub with water from tub faucet (Figure 79)

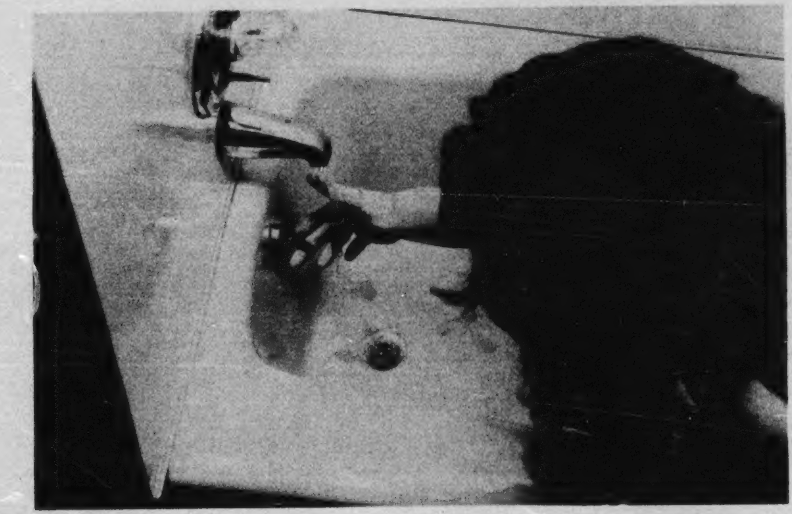
FIGURE 79



3. Close tub drain and fill tub with a small amount of warm water (Figure 80)

(NOTE: Use approximately one gallon.)

FIGURE 80

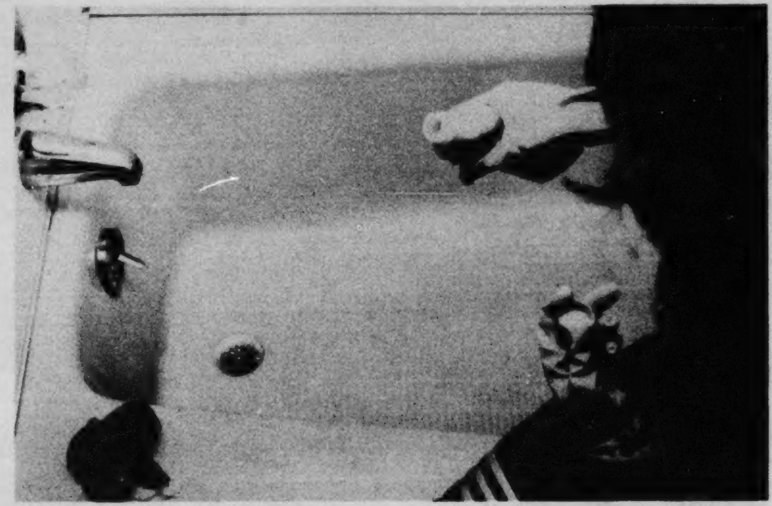


JOB SHEET #2

4. Add a small amount of synthetic detergent to water in tub (Figure 81)

   (NOTE: Too much detergent will cause heavy suds and make rinsing difficult.)

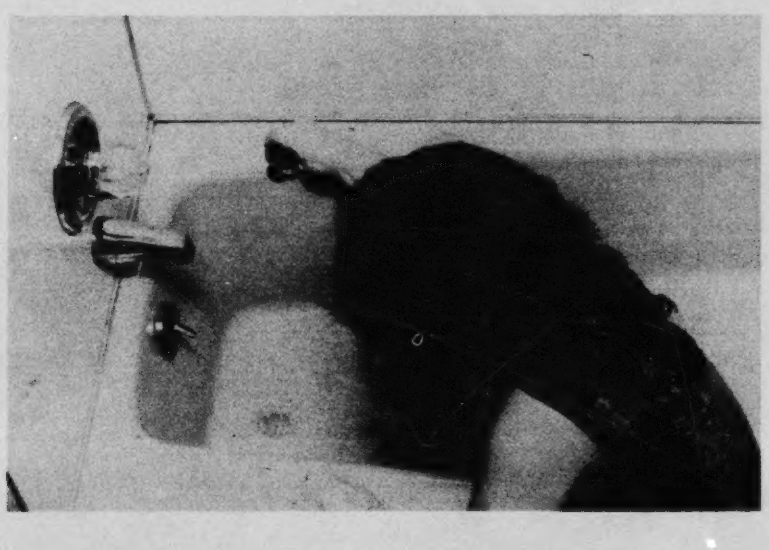
FIGURE 81



5. Wet down sides of tub and/or shower enclosure using cleaning cloth (Figure 82)

   (NOTE: Soaking surface helps to loosen soap scum.)

FIGURE 82

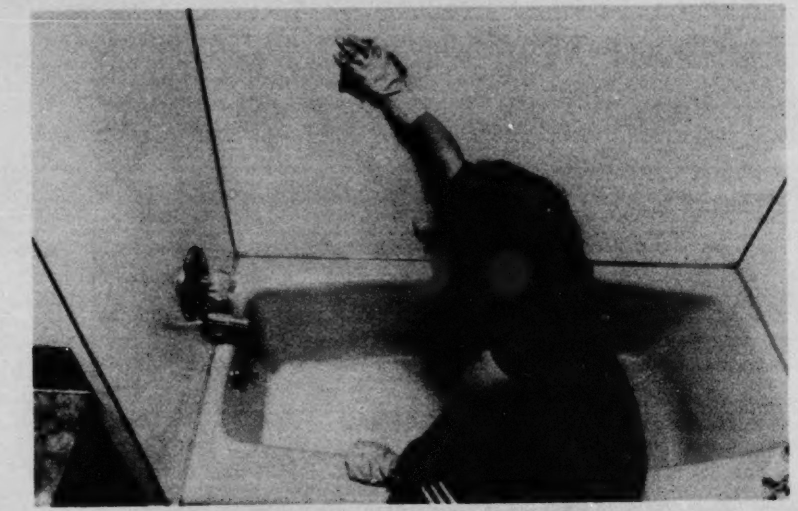


JOB SHEET #2

6. Scrub enclosure wall surface using cleaning cloth and detergent solution (Figure 83)

   (NOTE: Keep surface wet.)

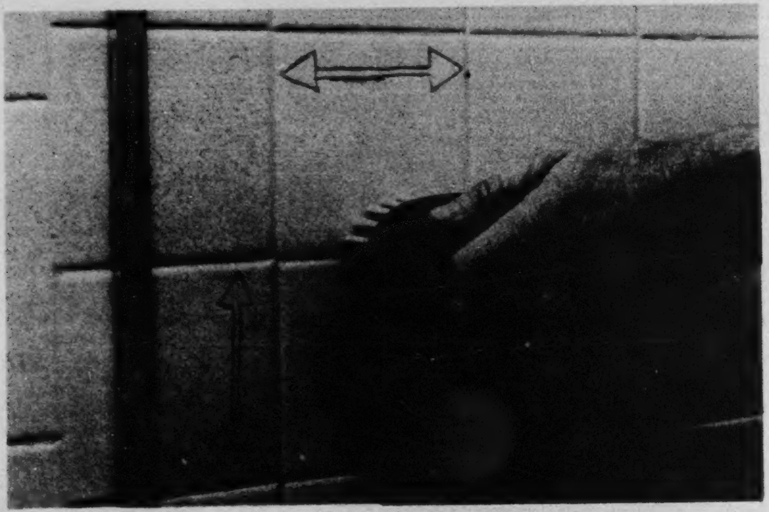
FIGURE 83



7. Scrub in the direction of tile lines to clean grouting and crevices (Figure 84)

   (NOTE: Use up-and-down and side-to-side strokes. An acid-base cleaner and a scrub brush may be used on grouting.)

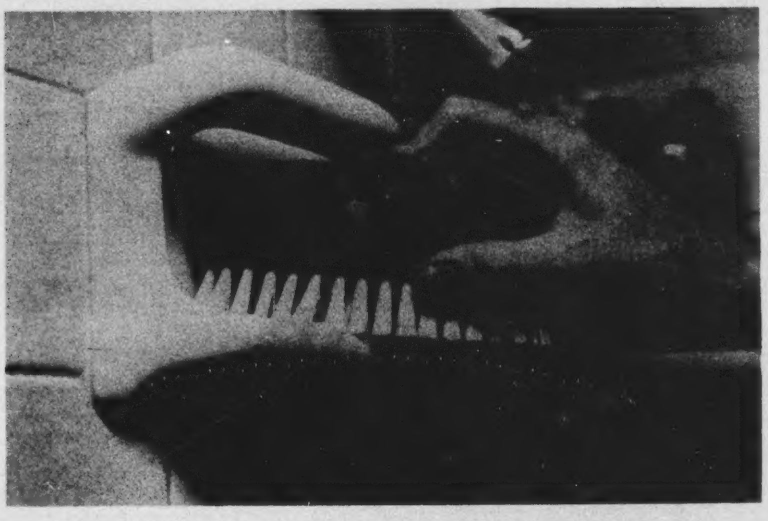
FIGURE 84



JOB SHEET #2

8. Scrub soap holder (Figure 85)

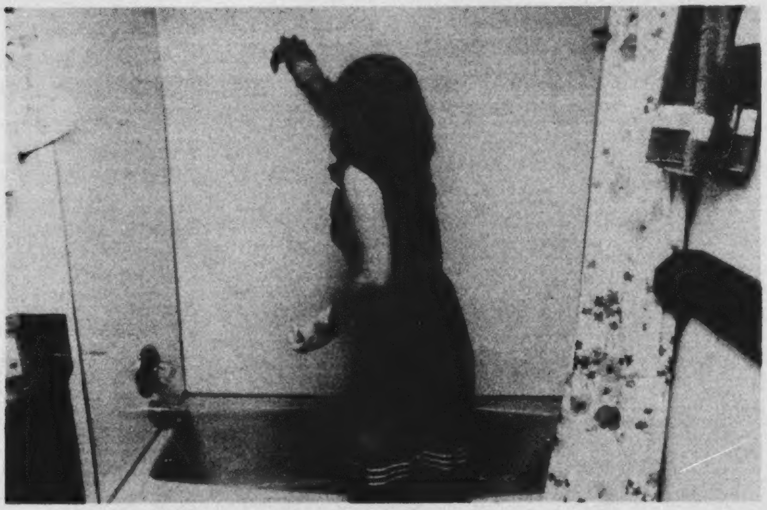
FIGURE 85



9. Continue scrubbing until tub and wall enclosure are clean (Figure 86)

(NOTE: Keep surface wet during scrubbing.)

FIGURE 86

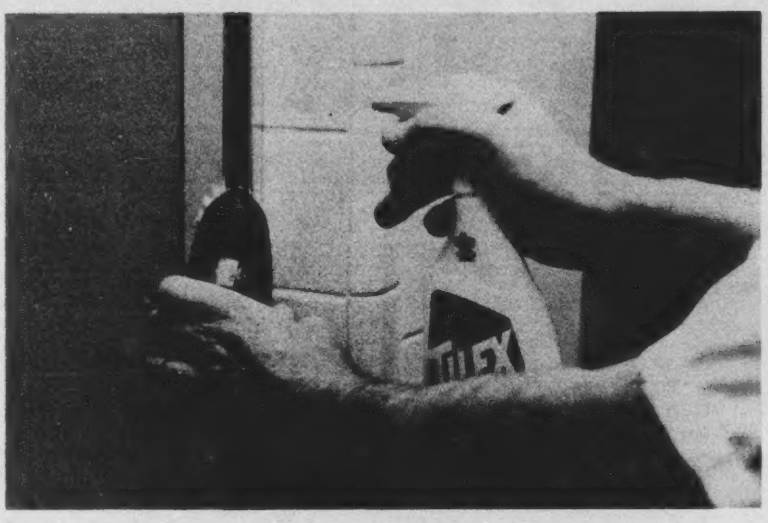


JOB SHEET #2

10. Scrub glass door and track if bathtub has door enclosure (Figure 87)

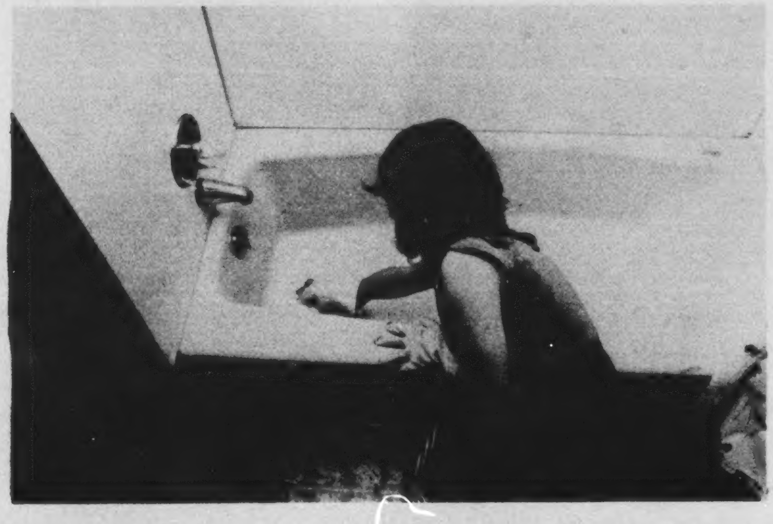
    (NOTE: If tub has shower curtain, it can be scrubbed with scrub brush or removed for laundering.)

FIGURE 87



11. Open tub drain, and scrub bottom of tub as solution drains (Figure 88)

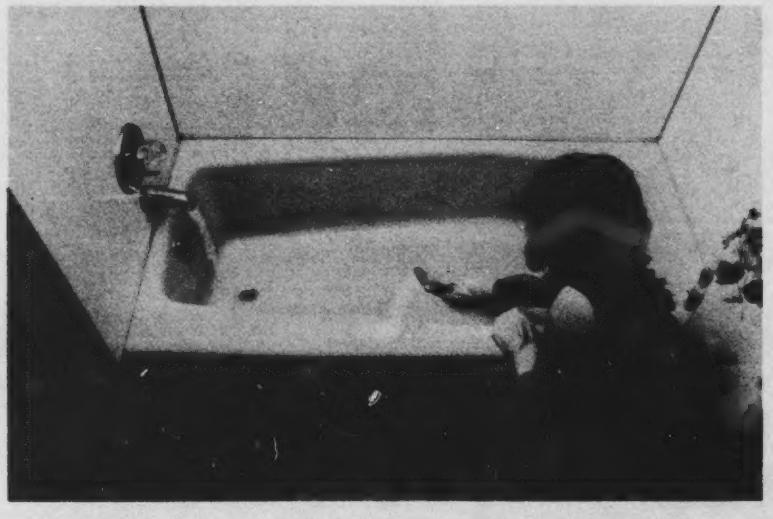
FIGURE 88



JOB SHEET #2

12. Turn on faucet, and using cleaning cloth and clean water, rinse all surfaces (Figure 89)

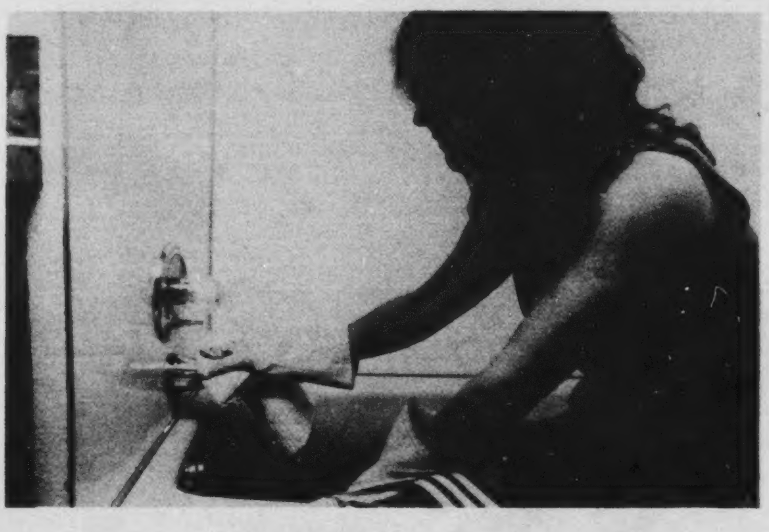
FIGURE 89



13. Dry faucet and all surfaces with clean, dry cloth (Figure 90)

(NOTE: Rubbing alcohol improves ceramic tile gloss.)

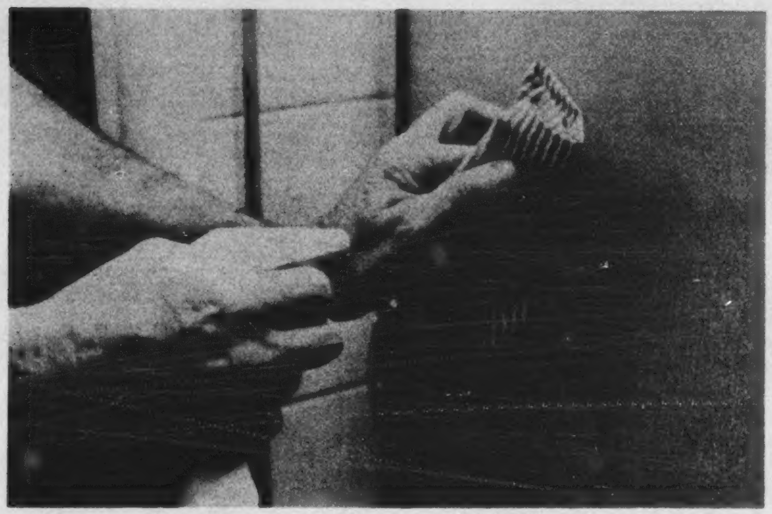
FIGURE 90



JOB SHEET #2

14. Remove water spots from glass door with glass cleaner and clean, soft cloth (Figure 91)

FIGURE 91



N. Clean rugs and floor

1. Fill pail 1/2 full with warm water and add small amount of synthetic detergent (Figure 92)

   (NOTE: Too much detergent will cause heavy suds and make rinsing difficult.)

FIGURE 92

JOB SHEET #2

2. Remove rugs from floor and vacuum or shake out (Figure 93)

(NOTE: Do not shake rugs inside house.)

FIGURE 93

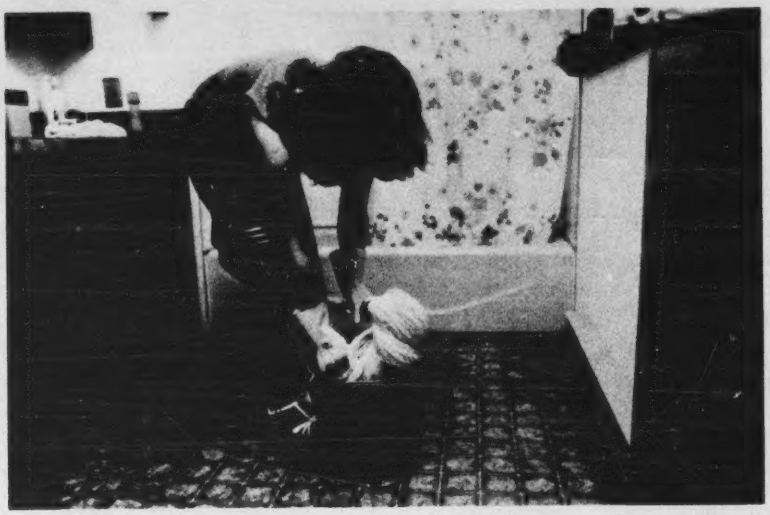
3. Sweep floor with broom and pick up sweepings with dustpan (Figure 94)

FIGURE 94

JOB SHEET #2

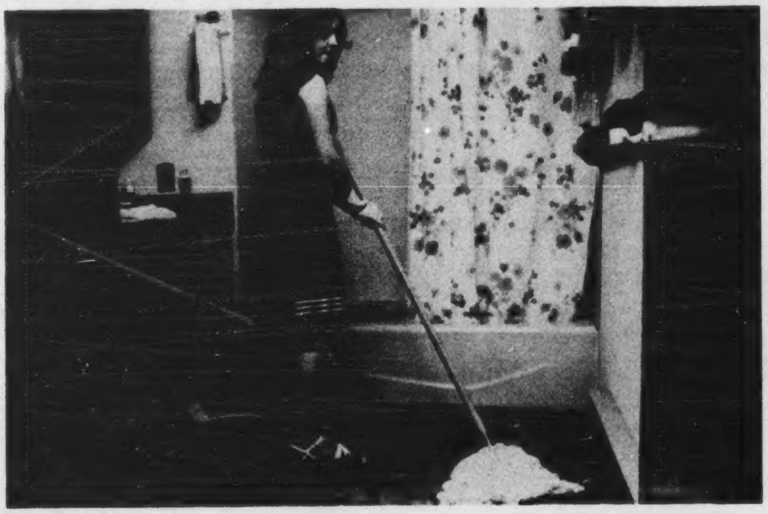
4. Dip mop in detergent solution and wring out wet (Figure 95)

FIGURE 95



5. Mop floor, rinsing out mop in solution as needed (Figure 96)

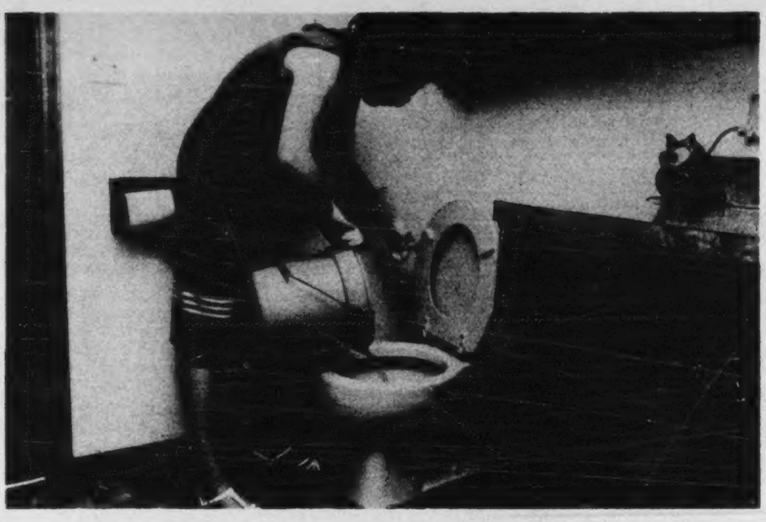
FIGURE 96



JOB SHEET #2

6. Empty detergent solution in toilet and flush away (Figure 97)

FIGURE 97



7. Fill pail 1/2 full with clean water, and rinse out mop (Figure 98)

(NOTE: Wring out mop damp.)

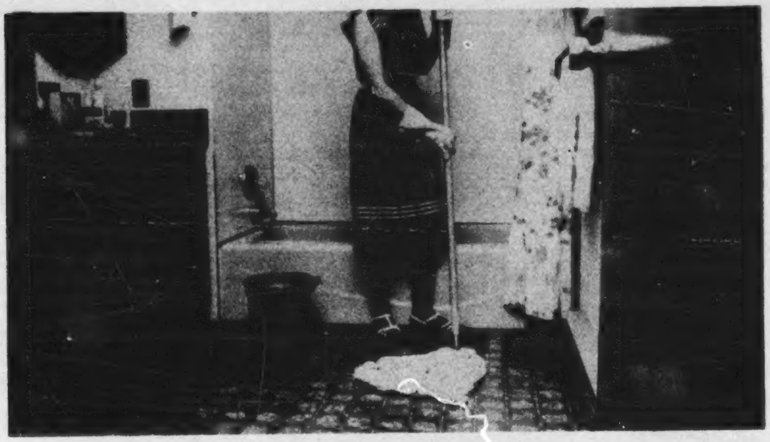
FIGURE 98

JOB SHEET #2

8. Rinse floor with damp mop (Figure 99)

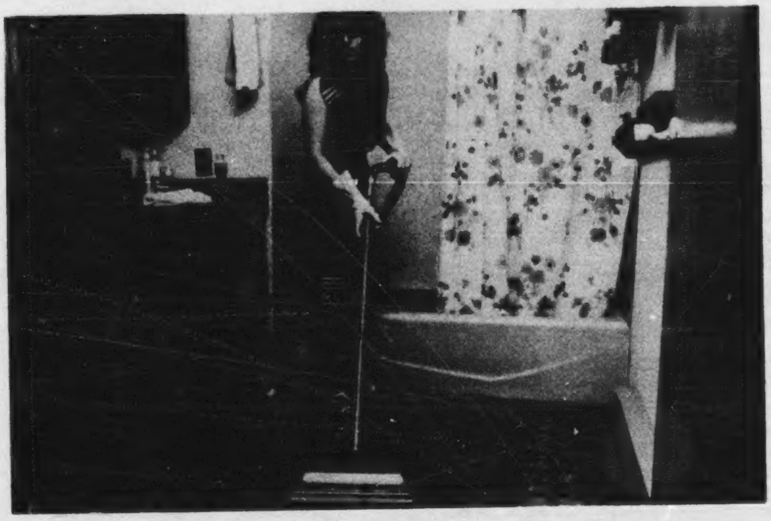
(NOTE: Floor should dry in 7 to 10 minutes.)

FIGURE 99



O. Vacuum carpeted areas (Figure 100)

FIGURE 100



JOB SHEET #2

P. Replace rugs, mats, towels, washcloths, and soap as required (Figure 101)

(NOTE: Floor should be dry before replacing rugs and mats.)

FIGURE 101

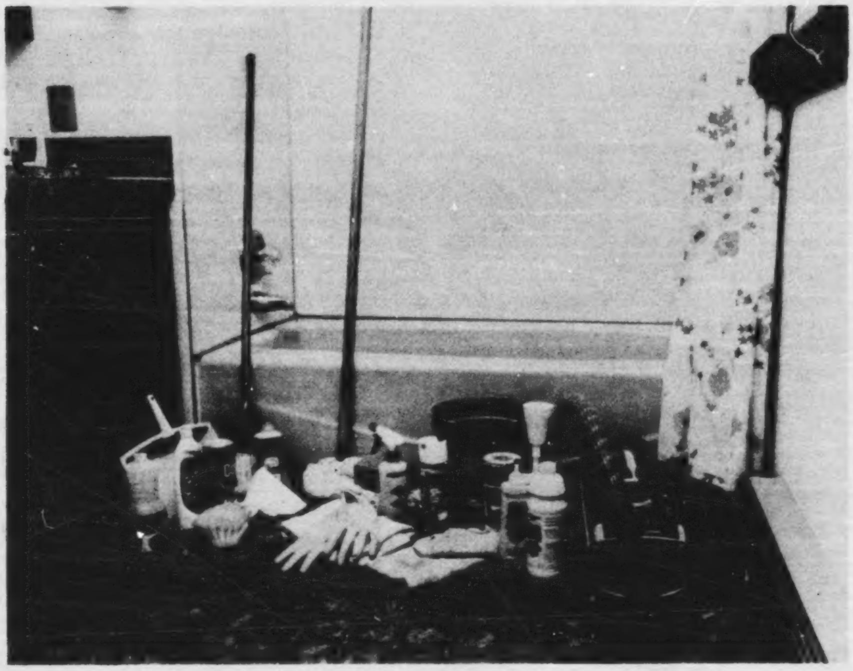
BATHROOM CLEANING
UNIT III

JOB SHEET #3--PERFORM PERIODIC RESIDENTIAL BATHROOM CLEANING TASKS

I. Equipment and supplies (Figure 102)

A. Synthetic detergent
B. Glass cleaner
C. Spray bottle (optional)
D. Powdered cleanser (optional)
E. Sponge (optional)
F. Scrub brush (optional)
G. Rubber gloves
H. Cleaning cloths
I. Plastic pail
J. Floor wax
K. Disinfectant spray
L. Wet mop
M. Broom
N. Dustpan

FIGURE 102

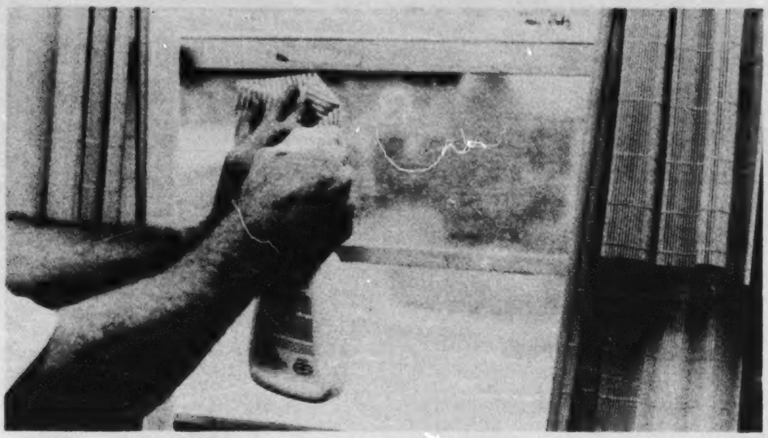


JOB SHEET #3

II. Procedure for periodic cleaning

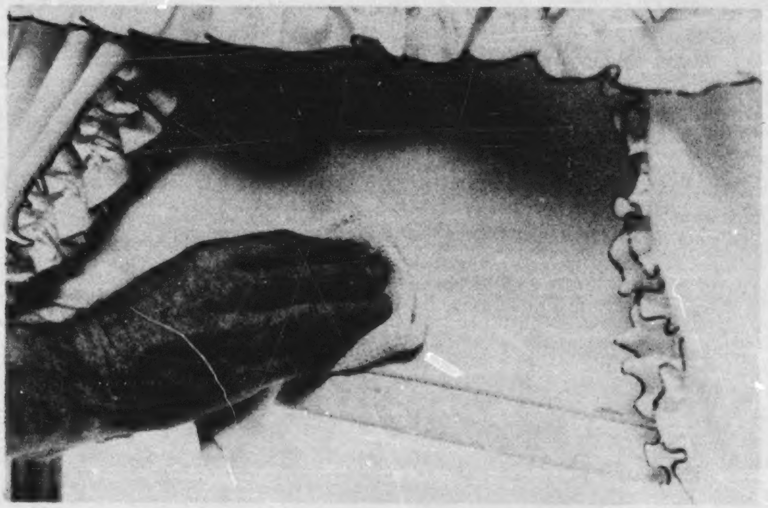
A. Clean windows using glass cleaner and clean cloths (Figure 103)

FIGURE 103



B. Damp wipe blinds with cleaning cloth (Figure 104)

FIGURE 104



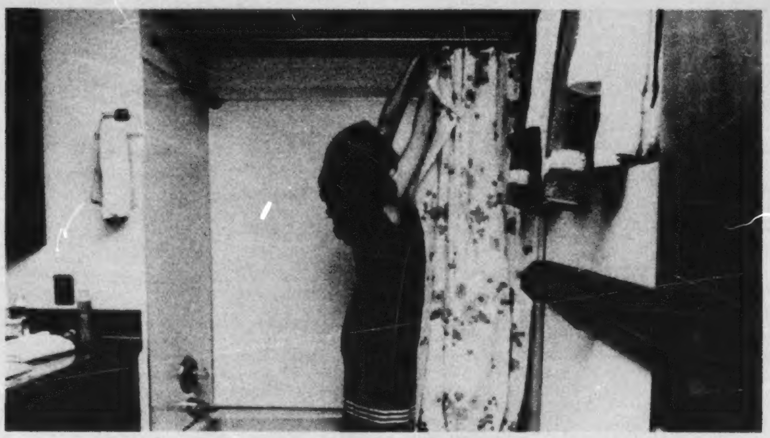
JOB SHEET #3

C. Remove shower curtain and launder following care tag information (Figure 105)

(NOTE: Most shower curtains can be laundered in washing machine on permanent-press cycle if washed with towels.)

(CAUTION: NEVER DRY SHOWER CURTAIN IN DRYER; HANG TO DRY INSTEAD.)

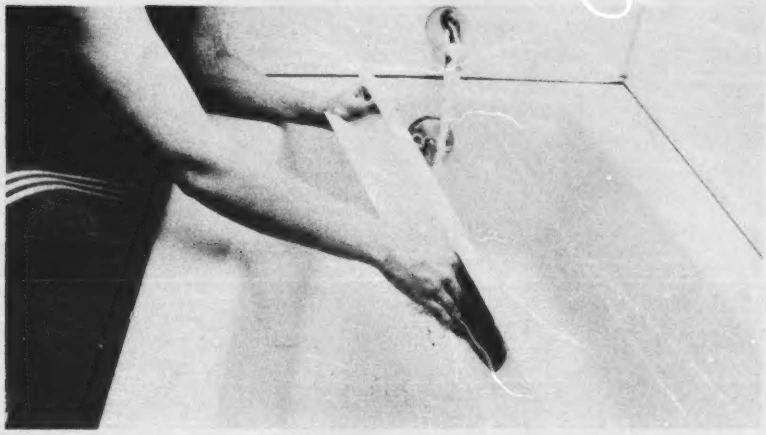
FIGURE 105



D. Remove and clean light fixture globes by washing in bathtub or kitchen sink (Figure 106)

(CAUTION: NEVER CLEAN A HOT LIGHT FIXTURE.)

FIGURE 106

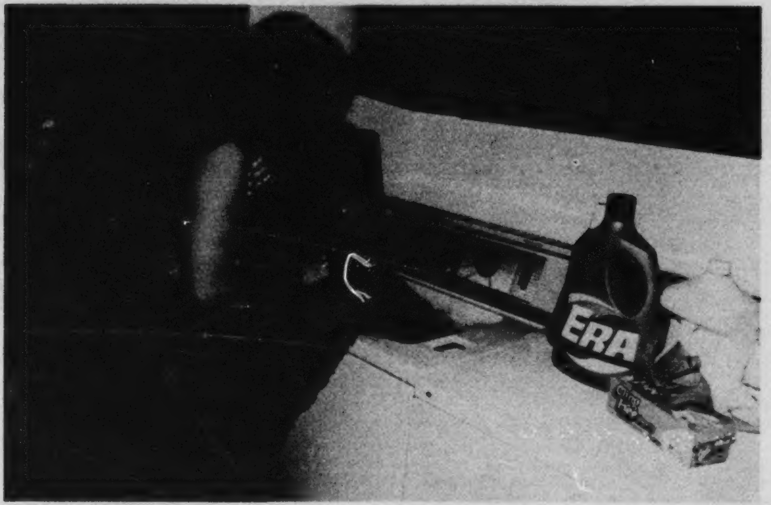


JOB SHEET #3

E. Wash throw rugs following care tag information (Figure 107)

(NOTE: Most throw rugs can be machine washed and drip dried.)

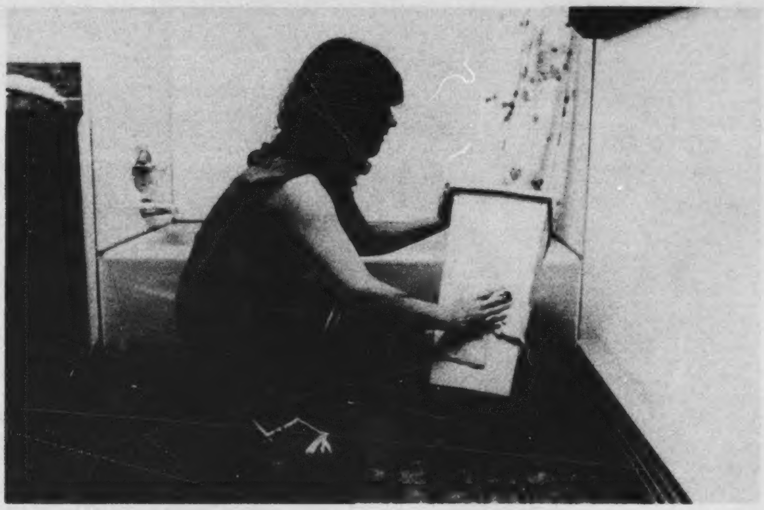
FIGURE 107



F. Damp wipe clothes hamper inside and out with cleaning cloth dipped in synthetic detergent solution; allow to air dry empty (Figure 108)

(NOTE: Spray hamper with disinfectant, germicidal spray to prevent or control mildew.)

FIGURE 108



JOB SHEET #3

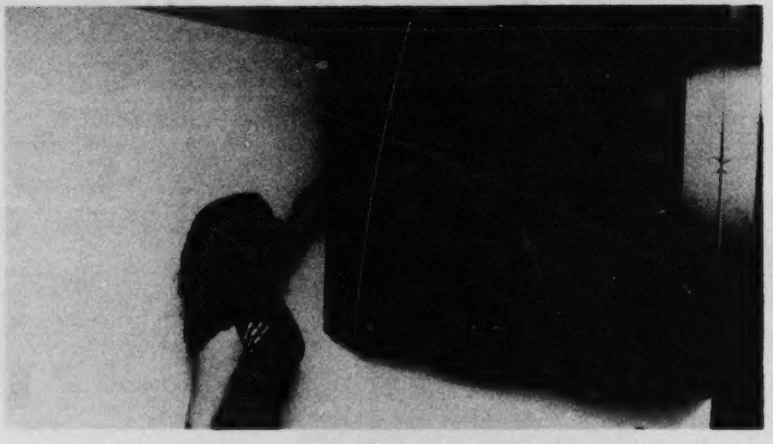
G. Clean walls and woodwork

1. Wash walls with cleaning cloth dipped in detergent solution; rinse with clean water (Figure 109)

   (NOTE: Spot clean and then dust or vacuum walls, if paneled.)

   (CAUTION: SOME WALLPAPERS ARE NOT WASHABLE.)

FIGURE 109



2. Wash baseboards, doors, door frames, and all washable woodwork; rinse with clean water (Figure 110)

   (NOTE: Spot clean and then dust or vacuum baseboards, doors, door frames, and woodwork if unpainted, finished wood.)

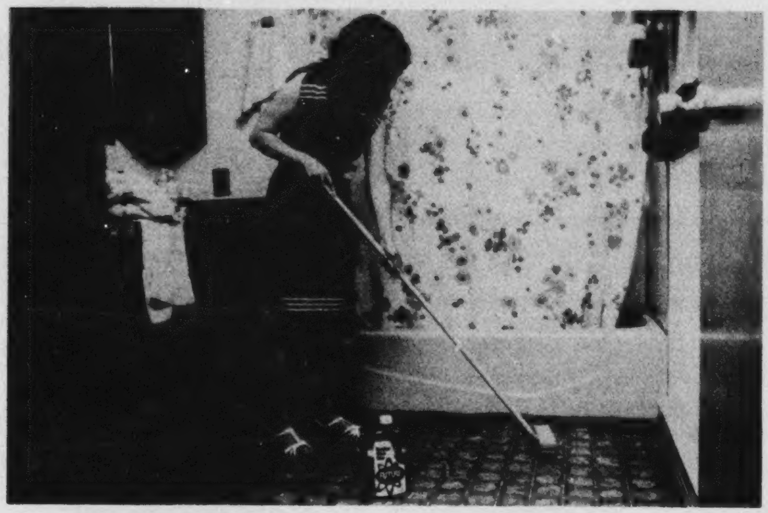
   (CAUTION: NEVER USE DETERGENT SOLUTION ON UNPAINTED, VARNISHED WOOD.)

FIGURE 110

. JOB SHEET #3

H. Wash and wax floor (resilient) (Figure 111)

FIGURE 111



BATHROOM CLEANING
UNIT III

TEST

NAME ______________________________ SCORE ______________

1. Match bathroom cleaning terms to their definitions. Write the correct numbers in the blanks.

_____ a. Liquid in which a germ-killing material has been dissolved

_____ b. Calcium, magnesium, and other minerals in water that form a crust on plumbing fixtures

_____ c. Towel-like washable mat laid on floor to step on when getting out of tub or shower

_____ d. Water to which detergent has been added

_____ e. A mixture of body oil, soap, and dirt stuck on the sides of sinks, tubs, and showers

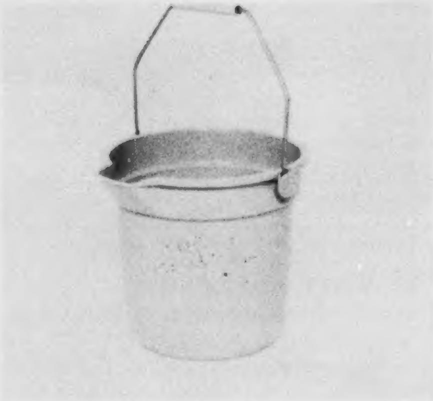
_____ f. The upper inside ledge where the flushing water enters the toilet bowl

_____ g. Plaster-like material (mortar) used to fill the spaces (cracks) around tile on walls and floors

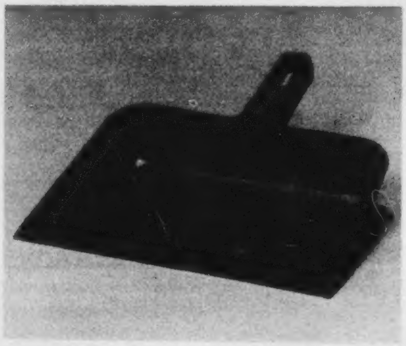
1. Bath mat
2. Detergent solution
3. Disinfectant solution
4. Flushing rim
5. Grouting
6. Scum
7. Water minerals

2. Identify bathroom cleaning equipment. Write the correct names in the blanks.

Dustpan **Plastic pail**



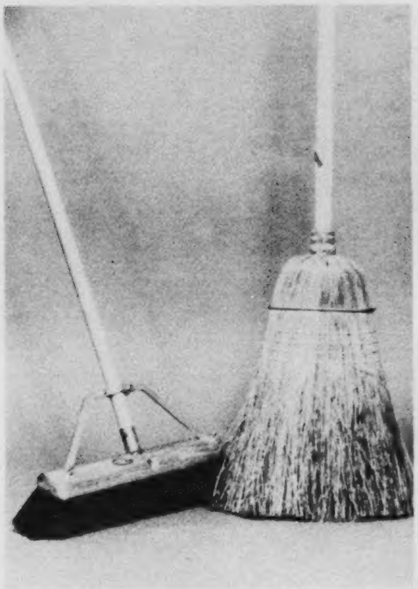
a. ______________________

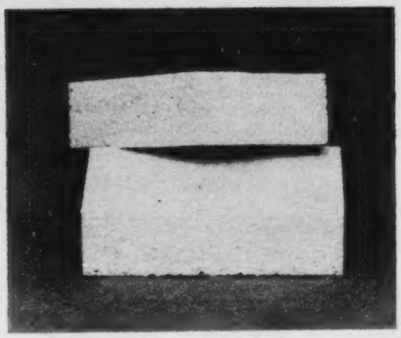


b. ______________________

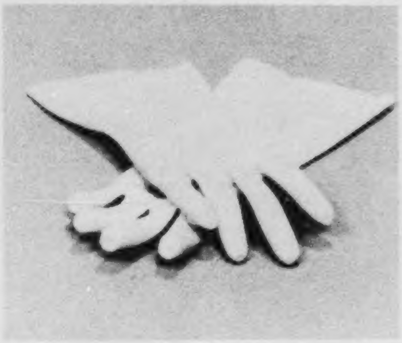
TEST

Brooms **Sponges** **Wet mop** **Rubber gloves** **Cleaning cloths**

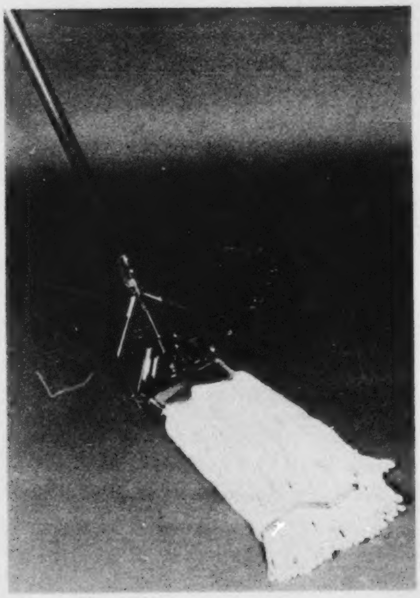




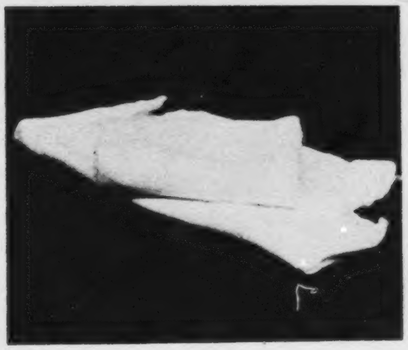
d. ____



e. ____



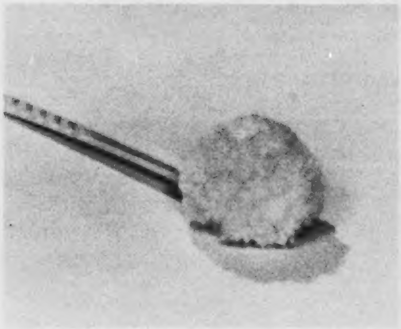
f. ____

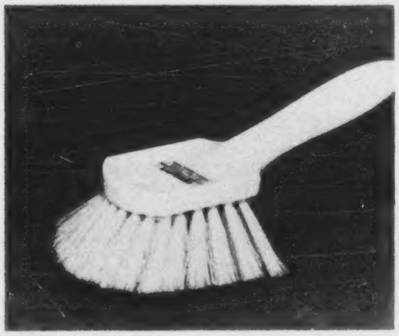


g. ____

TEST

Scrub brush **Bowl mop**





h. ______________________ i. ______________________

3. Match types of bathroom cleaning equipment to their correct uses. Write the correct numbers in the blanks.

_____a. Used to protect hands from irritation and disease when cleaning the toilet or using chemical solutions

_____b. Used for picking up dirt and trash

_____c. Used to transfer liquids to and from floor surfaces

_____d. Used to clear floors of dirt and trash

_____e. Used for washing and drying objects and surfaces

_____f. Used wet to clean small areas

_____g. Used for mixing and holding detergent solutions and rinse water for mopping and hand cleaning

_____h. Used to clean drain stopper, overflow, shower door tracks, bathtub, and other small, hand-cleaning tasks

_____i. Used to clean and apply bowl cleaner to toilet bowls

1. Broom
2. Bowl mop
3. Cleaning cloths
4. Dustpan
5. Plastic pail
6. Rubber gloves
7. Scrub brush
8. Sponge
9. Wet mop

TEST

4. Match bathroom cleaning supplies to their correct uses. Write the correct numbers in the blanks.

______ a. Removes embedded grease and dirt by rubbing

______ b. Cleans and polishes windows, glass table tops, and mirrors

______ c. Coats floor surfaces to provide protection and to improve appearance

______ d. Polishes and protects wood and wood-like furniture

______ e. Cleans, disinfects, and deodorizes toilets; used with bowl mop or brush

______ f. Removes water mineral deposits from bathroom fixtures

______ g. Lines wastebaskets for protection against liquid spills, gum, and other hard-to-remove items

______ h. Cleans most areas; general purpose, non-abrasive

______ i. Cleans, disinfects, sanitizes, and deodorizes porcelain sinks, tubs, and tiles; non-abrasive

1. Furniture polish
2. Floor finish
3. Glass cleaner
4. Porcelain cleaner
5. Powdered cleanser
6. Synthetic detergent
7. Toilet bowl cleaner
8. Wastebasket liner
9. White vinegar

5. Classify bathroom cleaning tasks as to how often they are done. Write a "D" for those tasks that should be done daily, a "W" for those tasks that should be done weekly, and "P" for those tasks that should be performed on a periodic (when needed) basis.

______ a. Clean complete toilet, using bowl cleaner

______ b. Wash windows

______ c. Rinse and wipe out sink and tub

______ d. Clean and polish mirrors and glass doors

______ e. Refinish floor, if not carpeted

______ f. Empty wastebasket

______ g. Launder throw rugs

______ h. Pick up and spot clean room

TEST

______i. Launder shower curtain

______j. Scrub sink, tub, and/or shower enclosure

______k. Vacuum carpet or shake out throw rugs

______l. Straighten and/or replace towels and washcloths

______m. Sweep and wet mop floor

______n. Remove and clean light fixtures

______o. Clean walls and woodwork

(NOTE: Test questions 6 and 7 are the assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

6. Read label information for bathroom cleaning supplies.

7. Demonstrate the ability to

   a. Perform daily residential bathroom cleaning tasks.

   b. Perform weekly residential bathroom cleaning tasks.

   c. Perform periodic residential bathroom cleaning tasks.

BATHROOM CLEANING
UNIT III

ANSWERS TO TEST

1. a. 3
   b. 7
   c. 1
   d. 2
   e. 6
   f. 4
   g. 5
2. a. Plastic pail
   b. Dustpan
   c. Brooms
   d. Sponges
   e. Rubber gloves
   f. Wet mop
   g. Cleaning cloths
   h. Bowl mop
   i. Scrub brush
3. a. 6
   b. 4
   c. 9
   d. 1
   e. 3
   f. 8
   g. 5
   h. 7
   i. 2
4. a. 5
   b. 3
   c. 2
   d. 1
   e. 7
   f. 9
   g. 8
   h. 6
   i. 4

ANSWERS TO TEST

5. a. W

   b. P

   c. D

   d. W

   e. P

   f. D

   g. P

   h. D

   i. P

   j. W

   k. W

   l. D

   m. W

   n. P

   o. P

6. Evaluated to the satisfaction of the instructor

7. Performance skills evaluated to the satisfaction of the instructor

CLOTHING CARE: LABEL INFORMATION
UNIT IV

UNIT OBJECTIVE

After completing this unit, the student should be able to use garment label terms and fabric washability factors found on clothing labels to obtain information necessary for proper clothing care. This knowledge will be shown by completing assignment sheets and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match terms associated with garment labels to their correct definitions.
2. Distinguish between required and optional information found on hang tags and labels.
3. Select from a list provisions of the Care Labeling Rule.
4. Name three factors that affect the washability of textile items.
5. Select from a list special fabric features that may affect laundering.
6. Evaluate a care label or hang tag.
7. Interpret care label information.

CLOTHING CARE: LABEL INFORMATION
UNIT IV

SUGGESTED ACTIVITIES

I. Suggested activities

  A. Make transparencies.

  B. Provide students with objective sheet.

  C. Provide students with information and assignment sheets.

  D. Discuss unit and specific objectives.

  E. Discuss information and assignment sheets.

  F. Obtain samples of clothing hang tags and labels.

  G. Arrange for a field trip to local clothing and fabric stores to allow students to study and compare different types of hang tags and labels. This will assist students in completing Assignment Sheets #1 and #2.

  H. Allow time for students to work assignment sheets.

  I. Use your blank test and the answers to test to make a test key, if desired.

  J. Give test.

  K. Reteach, if necessary.

II. Instructional materials

  A. Objective sheet

  B. Suggested activities

  C. Information sheet

  D. Transparency masters

    1. TM #1--Washing Machine Methods

    2. TM #2--Washing Machine Methods (Continued)

    3. TM #3--Washing, Hand Methods

    4. TM #4--Drying, All Methods

    5. TM #5--Ironing and Pressing

SUGGESTED ACTIVITIES

6. TM#6--Dry Cleaning, All Procedures
7. TM#7--Fur and Leather Cleaning
8. TM#8--Miscellaneous Instructions
9. TM#9--Characteristics of Major Man-Made Fibers
10. TM#10--Characteristics of Major Man-Made Fibers (Continued)
11. TM#11--Characteristics of Major Natural Fibers

E. Assignment sheets

1. Assignment Sheet #1--Evaluate a Care Label or Hang Tag
2. Assignment Sheet #2--Interpret Care Label Information

F. Answers to assignment sheets

G. Test

H. Answers to test

III. Unit references

A. Baker, Marjorie Y. *Family Living Topics: T1201.* "The Care Label Rule." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

B. Baker, Marjorie Y. *Family Living Topics: T1208.* "Clothing Flammability: A Consumer Concern." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

C. Dowler, Flora. *The Science of Laundering.* New York: Educational Services, American Gas Association, Inc., n.d.

D. *Learning About Laundry, a Professional Handbook About Principles, Products, and Procedures.* Cincinnati, Ohio: The Proctor and Gamble Company, 1979.

E. *Man-Made Fibers Fact Book.* Washington, D.C.: Education Department, Man-Made Fibers Producers Association, Inc., 1978.

F. Truitt, Debbie. *Home Economics II: Basic Core.* rev. ed. Stillwater, Oklahoma: State Department of Vocational and Technical Education/Curriculum and Instructional Materials Center, 1980.

G. *Wear and Care, a Guide to Teaching Clothing Selection and Laundry in a Bright, Colorful Way.* Piermont, New York: The Clorox Company, n.d.

CLOTHING CARE: LABEL INFORMATION
UNIT IV

INFORMATION SHEET

I. Terms and definitions

A. Textile (TEX/tile)--Constructed fabric or raw material suitable for use as cloth

B. Generic (ge/NER/ic)--Family name for a group of fibers with similar characteristics

EXAMPLES: Wool (generic name)--Sheep, goat, llama, alpaca

C. Finish (FIN/ish)--Treatment or process used to improve fabrics in various ways

(NOTE: Often fiber weaknesses can be controlled by special finishes. For instance, 100% cotton fabrics wrinkle easily and are difficult to iron. But, if polyester is combined with cotton, the fabric becomes wrinkle- or crease-resistant.)

EXAMPLES: Crease-resistant, permanent-press, stain-resistant, water-repellant

D. Fiber (FI/ber)--Substance that can be separated into threads or threadlike structures for spinning or weaving; may be natural or synthetic

E. Felting (FELT/ing)--Making cloth (felt) by pounding or beating fibers

F. Fabric (FAB/ric)--Material made by weaving, knitting, or felting fibers or threads

EXAMPLES: Cloth, felt, lace

G. Apparel (ap/PAR/el)--Clothing or garments that one wears

H. Trade name (TRADE NAME)--Name given to a product by the manufacturer (trademark)

EXAMPLES: Polyester may be called Dacron, Fortrel, Kodel, Trevira, or some other trade name

I. Synthetic (SYN/thet/ic)--Fabric that is made entirely from chemicals

EXAMPLES: Nylon, polyester, acrylic

J. Durable-press (DU/ra/ble-PRESS)--Chemical finish applied to a fabric to reduce or end the need to press a garment

INFORMATION SHEET

II. Required and optional information found on hang tags and labels (Assignment Sheet #1)

A. Required information

(NOTE: This information is required by the Textile Fiber Products Identification Act of 1960. It applies to all garments, piece goods, and home furnishings.)

1. Generic name of fiber contained in fabric
2. Percentage by weight of fiber present

B. Optional information

1. Manufacturer
2. Price
3. Special finishes
4. Brand name or trade name
5. Size

III. Provisions of the Care Labeling Rule (Transparencies #1-8; Assignment Sheet #2)

(NOTE: This trade regulation was established by the Federal Trade Commission on July 3, 1972.)

A. Clothing items and fabrics manufactured or completed on or after July 3, 1972, must have permanent care labels

(NOTE: This ruling also includes imported items.)

B. Care labels must be available to the home sewer when fabrics are purchased

(NOTE: It is often up to the home sewer to ask the salesclerk for these labels and to see that these labels are permanently attached to the garment.)

C. Care labels must explain care and maintenance required in regular use of garment

EXAMPLES: How to wash, bleach, dry, iron, or dry-clean

(NOTE: Information must apply to all parts of the garment. Any exceptions, such as lace trim or fur that should be removed before cleaning, must be indicated on the label.)

INFORMATION SHEET

D. Care labels must provide warning statements when the usual care methods seem to apply but do not

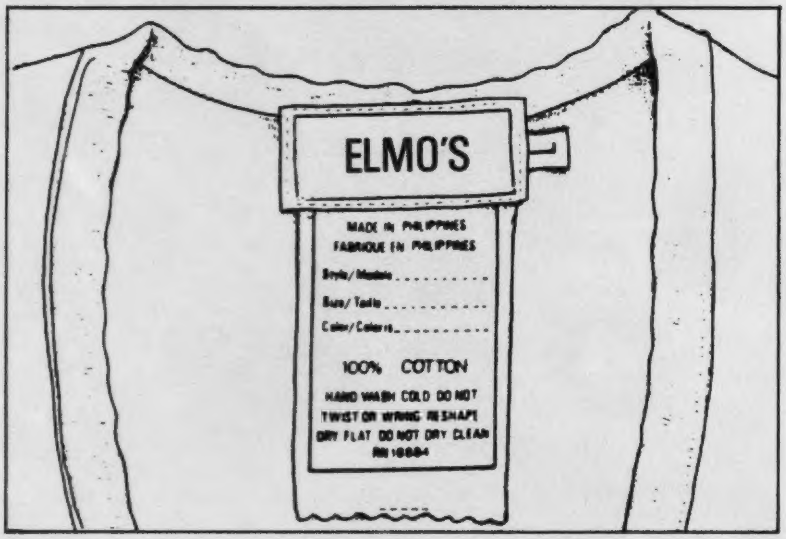
EXAMPLE: A machine washable garment is usually dry cleanable. If it is not, the label should have a warning, such as *Machine wash only--do not dry-clean.*

E. Care labels should make the consumer aware of possible choices for care and maintenance

EXAMPLES: Hand wash *OR* dry-clean

F. Care labels must be attached to the garment in a place where they can be easily found (Figure 1)

FIGURE 1


ELMO'S
MADE IN PHILIPPINES
FABRIQUE EN PHILIPPINES
Style/Modele
Size/Taille
Color/Coloris
100% COTTON
HAND WASH COLD DO NOT
TWIST OR WRING RESHAPE
DRY FLAT DO NOT DRY CLEAN

G. Care labels must remain legible (clearly printed) for the life of the garment

H. Care labels must be placed on removable garment parts

EXAMPLE: A zip-out lining should have its own care label

IV. Factors that affect washability of textile items (Transparencies #9-#11)

A. Type of fabric fibers

(NOTE: Fabric fibers react differently to different soils and laundering methods.)

INFORMATION SHEET

B. Fabric construction

(NOTE: Fabric construction--loosely or closely woven or knitted, delicate, or sturdy--affects washability.)

C. Colorfastness of dyes

(NOTE: Dyes may be affected by time or temperature.)

D. Fabric finish

(NOTE: Various finishes affect soil removal and how fabric will respond to laundering.)

EXAMPLES: Durable-press, soil-release, water-repellant

E. Garment construction

(NOTE: Washability is affected by the durability of seams and similar construction features, as well as the washability of interfacings, linings, binding, buttons, and other trim.)

V. Special fabric features that may affect laundering

A. Durable-press (permanent-press, wash-and-wear)

(NOTE: Durable-press garments are made from a blend of synthetic fiber [such as polyester] and natural fiber [such as cotton] treated with a plastic resin.)

B. Soil-release finishes

(NOTE: These are finishes applied to 100% polyester or durable-press blends to improve their ability to release oily soils during laundering.)

C. Water-repellant finishes

(NOTE: Finishes applied to provide protection from rain or dampness.)

EXAMPLES: Sports jackets, all-weather coats, sleeping bags

D. Flame-retardant fabrics

(NOTE: These fabrics often require special handling to maintain flame-retardant qualities.)

E. Knitted fabrics

(NOTE: These fabrics are easily cared for, but snag easily because of their loose construction.)

(CAUTION: SECURE ALL ZIPPERS, HOOKS, AND CLOSURES, AND REMOVE BUCKLES AND SIMILAR ORNAMENTS BEFORE WASHING.)

INFORMATION SHEET

F. Bonded or laminated fabrics

(NOTE: These fabrics require gentle handling to prevent layer separation during washing; some require dry cleaning only.)

G. Simulated suede leathers

(NOTE: These fabrics are made from polyester and require same care as for polyester.)

Washing Machine Methods

Machine Wash	A process in which products or specimens can be washed, bleached, dried, and pressed by any customary commercial laundering.
Hot	Initial water temperature directly from hot water tap from 130° to 150°F (54° to 66°C).
Warm	Initial water temperature setting 90° to 110°F (32° to 43°C) (hand comfortable).
Cold	Initial water temperature setting same as cold water tap up to 85°F (29°C).
Home Launder	Same as machine wash, but excludes commercial laundering.
Small Load	Smaller than normal washing load.
Delicate or Gentle Cycle	Slow agitation and reduced time.
Durable-Press (Also Permanent-Press Cycle)	Cool-down rinse or cold rinse before reduced spinning.

Washing Machine Methods
(Continued)

Separately	Wash alone or with like colors.
Wash Inside Out	Turn product inside out to protect face of fabric.
No Bleach	Excludes all bleaches.
No Chlorine Bleach	Permits use of bleaches other than chlorine.
Warm Rinse	Initial water temperature setting 90° to 110°F (32° to 43°C).
Cold Rinse	Initial water temperature setting same as cold water tap up to 85°F (29°C).
Rinse Thoroughly	Rinse several times to remove detergent or soap.
No Spin	Remove material at start of final spin cycle.
No Wring	Do not use roller wringer, nor wring by hand.

Washing, Hand Methods

Hand Wash	Products must be laundered by hand with gentle squeezing action and can be bleached, dried, and pressed by any customary method.
Warm	Initial water temperature 90° to 110°F (32° to 43°C) (hand comfortable).
Cold	Initial water temperature same as cold water tap up to 85°F (29°C).
Separately	Hand wash alone or with like colors.
No Bleach	Excludes all bleaches.
No Chlorine Bleach	Permits use of other bleaches.
No Wring or Twist	Handle to avoid wrinkles and distortion.
Rinse Thoroughly	Rinse several times to remove detergent, soap, and bleach.
Damp Wipe Only	Surface clean with damp cloth or sponge.

Drying, All Methods

Tumble Dry	Use machine dryer.
High	Set dryer at high heat.
Medium	Set dryer at medium heat.
Low	Set dryer at low heat.
Durable (or Permanent) Press	Set dryer at permanent press setting.
No Heat	Set dryer to operate without heat.
Remove Promptly	When items are dry, remove immediately to prevent wrinkling.
Drip Dry	Hang dripping wet with or without hand shaping and smoothing.
Line Dry	Hang damp from line or bar in or out-of-doors.
Line Dry in Shade	Dry away from sun.
Dry Flat	Lay out horizontally for drying.
Block to Dry	Reshape to original dimensions while drying.
Smooth by Hand	By hand, while wet, remove wrinkles, straighten seams and facings.

Ironing and Pressing

Hot Iron	Highest temperature setting.
Warm Iron	Medium temperature setting.
Cool Iron	Lowest temperature setting.
Do Not Iron	Item not to be smoothed or finished with an iron.
Iron Wrong Side Only	Article turned inside out for ironing or pressing.
No Steam	Steam in any form not to be used.
Steam Only	Steaming without contact pressure.
Steam Press or Steam Iron	Use iron at steam setting.
Iron Damp	Articles to be ironed should feel moist.
Use Press Cloth	Use a dry or a damp cloth between iron and fabric.

Drycleaning, All Procedures

Dryclean or Dryclean Only	Products can be drycleaned commercially or in self-service stores in a machine with any commonly used organic solvent (Stoddard solvent, perchlorethylene, fluorocarbon), including hot tumble drying up to 160°F (71°C) and restoration by steam press or steam-air finishing.
Professionally Dryclean Only or Commercial Dryclean Only	Excludes use of self-service facilities.
Dryclean; No Steam	Restricts use of steam, normally essential to pressing where shrinkage or damage may occur.
Dryclean; Tumble Cold	Excludes self-service drycleaning or drying in hot tumbler; tumble dry at room temperature without steam.
Dryclean; No Tumble	Excludes self-service dry cleaning; item must not be tumble dried.
Dryclean or Clean; Pile Fabric Method; No Tumble	Professionally dryclean only, but do not tumble dry and use short running cycle and minimum extraction.
Dryclean or Clean;Pile Fabric Method; Tumble Cold	Professionally dryclean only, but tumble dry at room temperature only and use short running cycle and minimum extraction.

Fur and Leather Cleaning

Leather Clean	Special leather care methods are required on suede, leather, and plastic garments.
Fur Clean	Non-liquid cleaning or drum with dry particle compound, and fur glazing or fur ironing.

Miscellaneous Instructions

Remove Trim	Assumes trim details can be removed.
Remove Buttons	Assumes buttons can be removed.
Remove Lining	Not defined.
Close Zippers	To protect zippers from damage.

Characteristics of Major Man-Made Fibers

Fiber	Characteristics	Some Comments About Washability
Acetate, Triacetate Common Uses: Dresses Blouses Linings Drapery and upholstery fabrics	Silk-like appearance. Drapes well. Poor abrasion resistance. Loses strength when wet. Heat sensitive. Triacetate is stronger than acetate; is shrink resistant; retains pleats and crisp finish and washes easily.	Usually requires gentle machine washing (warm water). Some acetates need dry cleaning. Handle gently when wet, do not wring or twist. Avoid soaking to avoid dye transfer. Use fabric softener to reduce static electricity. Use steam iron or low temperature.
Acrylic, Modacrylic Common Uses: Sweaters Knitted garments Children's sleepwear Sportswear Socks Pile fabrics Blankets	Often resembles wool (soft, bulky, fluffy). Good wrinkle resistance and crease recovery. Heat sensitive (modacrylics can be damaged by heat). May pill with abrasion.	Washes easily — machine wash (warm water), tumble dry. Use low heat for modacrylics. Bleachable with chlorine bleach, but test colors for bleach-fastness. Use fabric softener to reduce static electricity. Use steam iron or warm (not hot) iron. Use very low setting for modacrylics.
Anidex Common Uses: Lingerie Foundation garments Hosiery Sportswear	New class of stretch fiber. Gives permanent stretch and recovery to fabrics. Improves fit and comfort. Resistant to gas fading, sunlight, oils, and bleach.	Machine wash; tumble dry; chlorine bleach may be used. Use steam iron or warm iron.
Glass Common Uses: Draperies Bedspreads	Poor abrasion resistance (except for Fiberglass Beta). Excellent wrinkle resistance. Dyes may be removed by abrasion. Some may be damaged by dry cleaning solvent. Weather and sun resistant. Does not absorb moisture.	Do not dry clean; hand wash only. Handle gently. Do not rub or twist. Do not wash anything else with Fiberglass. White fabrics may be bleached with chlorine bleach. Drip dry; do not iron. *Exception:* Fiberglass Beta is machine washable with gentle conditions.

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Characteristics of Major Man-Made Fibers
(Continued)

Fiber	Characteristics	Some Comments About Washability
Nylon Common Uses: Sweaters Slacks Dresses Hosiery Lingerie Jackets Ski & Snow Wear Bedspreads Curtains	Strongest man-made fiber. Excellent abrasion resistance. Does not shrink or stretch. Tends to pick up dye readily from colored items in the wash water. Not very absorbent.	Washes easily — machine wash, tumble dry. Use hot water if heavily soiled and white or colorfast; otherwise use warm water. Whites should be laundered only with other whites. Bleachable with chlorine bleach, but test colors for bleach-fastness. Rinse in cold water. Use fabric softener to reduce static electricity. Use warm (not hot) iron or steam iron.
Polyester Common Uses: Knits — all kinds of apparel Often combined with other fibers for durable-press apparel, table cloths, sheets, curtains, etc. Fiberfill	Very wrinkle resistant. Won't shrink or stretch if properly heat set. May pill when abraded. Attracts and holds onto oily soil.	Pretreat any greasy stains before washing; rub in undiluted liquid detergent or apply spray-type pretreatment product. Wash same as nylon. If oily stains remain, apply dry cleaning solvent (except on Kodel which is softened by solvent) as directed on container, then rub in undiluted liquid detergent; wash. Use fabric softener to reduce static electricity. Use steam iron or warm temperature setting.
Rayon Common Uses: Often blended with other fibers especially polyester Dresses Blouses Jackets Linings Drapery and upholstery fabrics	Absorbent. Tends to lose strength when wet. Adaptable to durable press blends.	Machine or hand wash (warm water). Some rayons may require dry cleaning to maintain shape and body. Gentle agitation should be used if laundered in a washer. Bleachable with chlorine bleach, but test colors for bleach-fastness.
Spandex Common Uses: Often blended with nylon Foundation garments Swimwear Ski pants	High degree of elasticity, stretch and recovery. Lightweight. Tends to yellow with time and exposure to the atmosphere.	Machine wash; tumble dry (use low drying temperature). Follow instructions on hang tag; some types may be bleached with chlorine bleach, others should not.

From *Learning About Laundering*; The Proctor & Gamble Company; with permission.

Characteristics Of Major Natural Fibers

Fiber	Characteristics	Some Comments About Washability
Cotton Common Uses: Towels Sheets Pillowcases T-Shirts Knitted sportswear Dresses Diapers	Absorbent. Very durable. Versatile. Wrinkles easily unless treated to resist wrinkles.	Washes easily — machine wash; tumble dry. Use hot water for whites and colorfast items. Bleachable with chlorine bleach, but test colors for bleach-fastness. Use fabric softener to improve softness and comfort and to reduce wrinkling.
Linen Common Uses: Dresses Suits Tablecloths	Luster endures through frequent laundering. Very absorbent. Wrinkles easily unless treated to resist wrinkling.	Machine wash, tumble dry. Use hot water for whites. Bleachable with chlorine bleach, but test colors for bleach-fastness. Use hot iron; do not press in sharp creases.
Silk Common Uses: Blouses Dresses Suits Scarfs	Natural luster. Feels soft, often smooth. Drapes well. Weakened by sunlight and perspiration.	Follow label and appliance manufacturer's instructions. If garment can be hand or machine washed, use very gentle care. Use warm water. Avoid excessive rubbing on spots. Never use chlorine bleach. Prolonged soaking may damage colors. Iron at low temperature or with steam.
Wool Common Uses: Sweaters Socks Sportswear Dresses Suits Blankets	Warm and comfortable. Sheds wrinkles well. Very absorbent. Shrinks and felts if exposed to much washing agitation.	Same as silk.

From *Learning About Laundering*; The Proctor & Gamble Company; with permission.

CLOTHING CARE: LABEL INFORMATION
UNIT IV

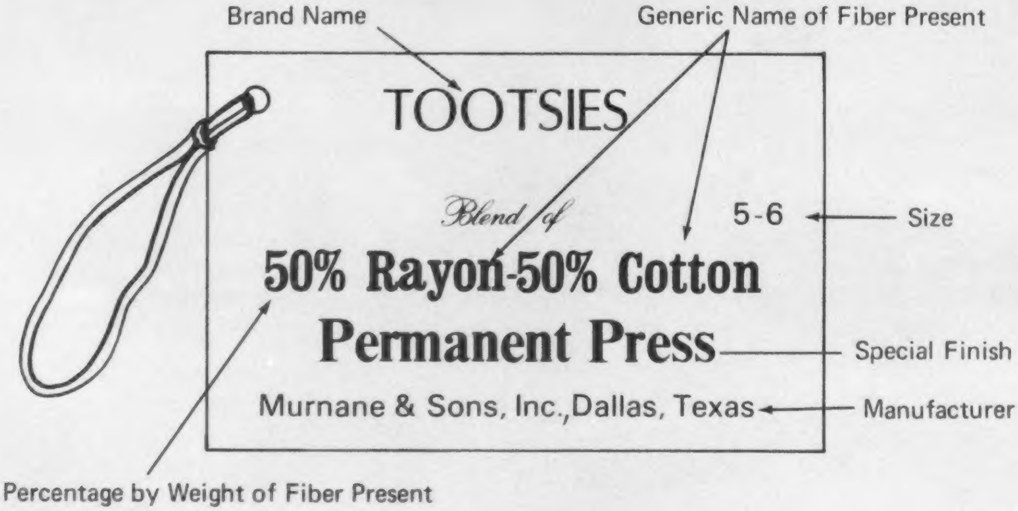
ASSIGNMENT SHEET #1--EVALUATE A CARE LABEL OR HANG TAG

NAME ______________________________ SCORE ____________________

Although information about textile products can be obtained from pamphlets, newspaper articles, magazines, scientific publications, advertisements, and salespeople, the best source of information is the care label and/or hang tag itself. Care labels and hang tags provide specific product information.

(NOTE: The purpose of federal label laws is to provide consumers with information that will help them select and/or care for textile products.)

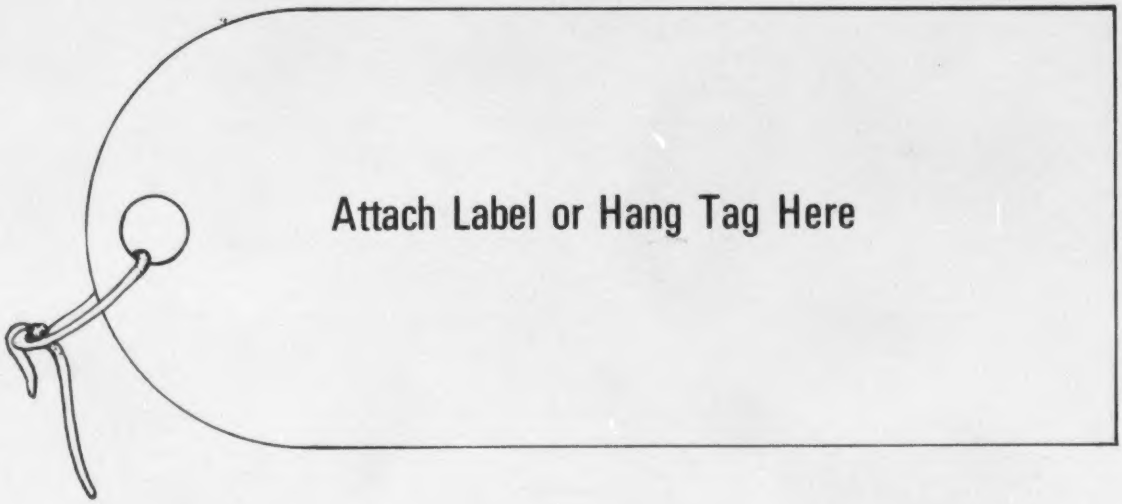
EXAMPLE:


Brand Name
Generic Name of Fiber Present
TOOTSIES
Blend of
5-6
Size
50% Rayon-50% Cotton
Permanent Press
Special Finish
Murnane & Sons, Inc.,Dallas, Texas
Manufacturer
Percentage by Weight of Fiber Present

ASSIGNMENT SHEET #1

PART I

Obtain a hang tag or care label from a textile product. This could be a household item such as a bedspread or pillow. It could also be a pair of hose or a scarf. Attach the label or hang tag to this assignment sheet in the space provided below. Use the label and the information provided in Objective Four and this assignment sheet to answer the questions on the following page.


Attach Label or Hang Tag Here

ASSIGNMENT SHEET #1

PART II

A. What *required* information is contained on the label or hang tag?

B. What *optional* information is contained on the label or hang tag?

C. Do you think that enough information was provided, or do you think that more information should have been provided? Explain your answer.

EXAMPLE: Mention information that would have helped you select and/or care for this textile product.

D. Imagine that you have cared for the item as directed on the care label, but the item is ruined. Whom would you contact if you had problems with this textile product?

CLOTHING CARE: LABEL INFORMATION
UNIT IV

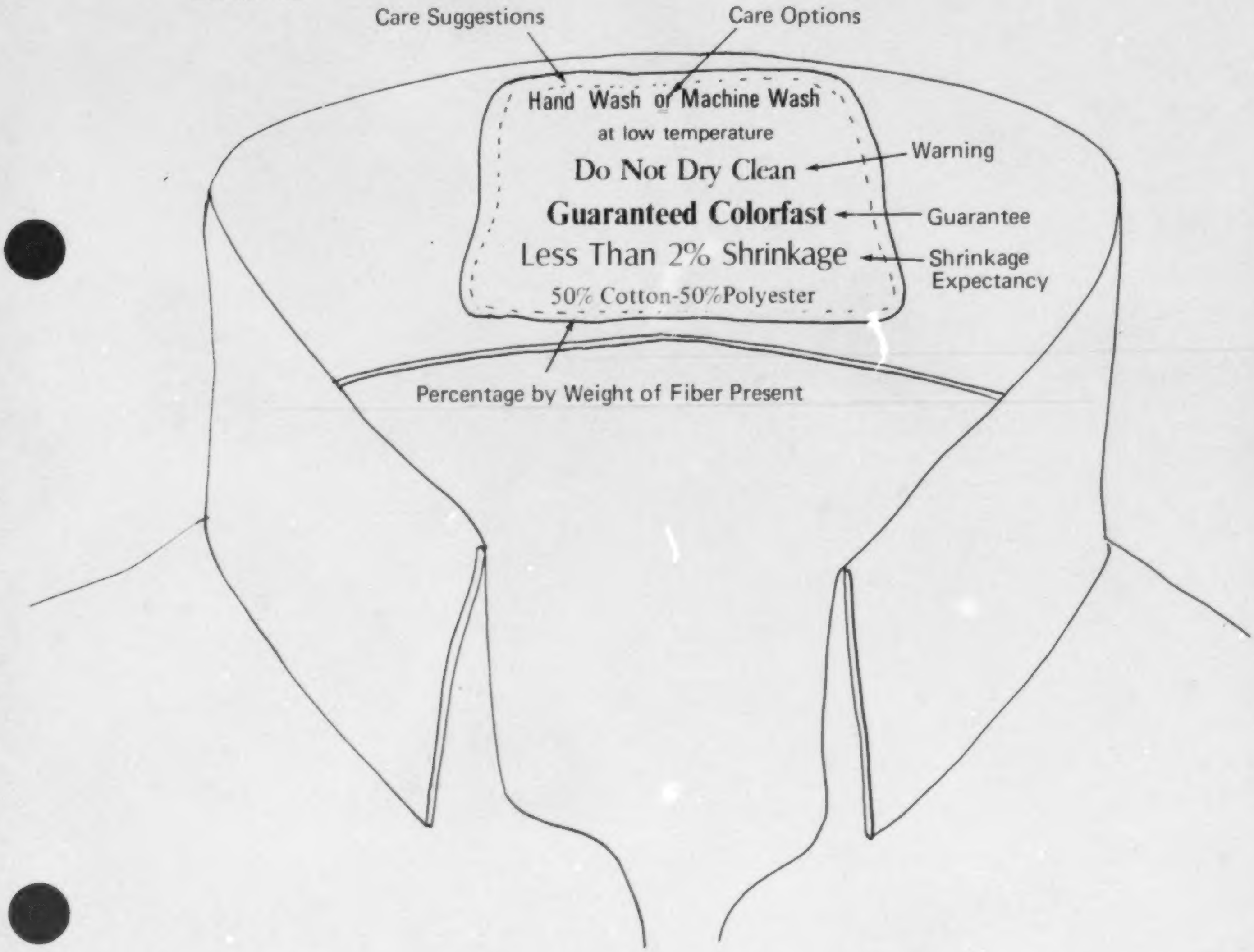
ASSIGNMENT SHEET #2--INTERPRET CARE LABEL INFORMATION

NAME ______________________________ SCORE ____________________

Care labels must contain information on care and maintenance required of the fabric or garment in regular use. Often other information such as guarantees, warranties, and shrinkage expectancy are also included on the care label.

(NOTE: This care label is for example purposes only. An article of clothing may not require all this information.)

EXAMPLE:


Care Suggestions
Care Options
Hand Wash or Machine Wash
at low temperature
Do Not Dry Clean
Warning
Guaranteed Colorfast
Guarantee
Less Than 2% Shrinkage
Shrinkage Expectancy
50% Cotton-50%Polyester
Percentage by Weight of Fiber Present

ASSIGNMENT SHEET #2

PART I

Care labels often found in ready-made clothing and descriptions of what each means are listed in the following chart. This chart will assist you in completing the assignment that follows.

CARE LABELS FOUND IN READY-MADE CLOTHING

When label reads--	**It means--**
Machine wash	Wash, bleach, dry, and press by any customary method including commercial dry-cleaning
Home launder only	Same as above but do not use commercial laundering
No bleach	Do not use bleach
No starch	Do not use starch
Cold wash Cold rinse	Use cold water from tap or cold washing machine setting
Warm wash Warm rinse	Use warm water from tap or warm washing machine setting
Hot wash	Use hot water from tap or hot washing machine setting
No spin	Remove item before final machine spin cycle
Delicate cycle Gentle cycle	Use delicate or gentle machine setting, or wash by hand
Durable-press cycle Permanent-press cycle	Use permanent-press machine setting, or use medium wash, cold rinse, and short spin cycle
Wash separately	Wash alone or with similar colors
Hand wash	Launder only by hand in lukewarm (hand-comfortable) water; may be bleached; may be dry-cleaned
Hand wash only	Same as above, but may not be dry-cleaned
Hand wash separately	Hand wash alone or with similar colors
Damp wipe	Clean surface with damp cloth or sponge
Tumble dry	Dry in automatic dryer at specified setting--*high, medium, low,* or *no heat*
Tumble dry Remove promptly	Same as above, but in absence of cool-down cycle, remove at once when tumbling stops

ASSIGNMENT SHEET #2

CARE LABELS FOUND IN READY-MADE CLOTHING (Continued)

When label reads--	It means--
Drip dry	Hang wet, and allow to dry with hand-shaping only
Line dry	Hang damp and allow to dry
No wring No twist	Hang to dry, drip dry, or dry flat only; handle carefully to prevent wrinkles and distortion
Dry flat	Lay garment on flat surface to dry
Block to dry	Maintain original size and shape while drying
Cool iron	Set iron at lowest setting
Warm iron	Set iron at medium setting
Hot iron	Set iron at hot setting
Do not iron	Do not iron or press with heat
Steam iron	Iron or press using steam
Iron damp	Dampen garment before ironing
Dry-clean only	Garment should be dry-cleaned; may use professional or self-service cleaners
Professional dry-clean only	Do not use self-service dry-cleaning
No dry-clean	Use recommended care instructions; do not use dry-cleaning solvents

Courtesy of the Consumer Affairs Committee of the American Apparel Manufacturer's Association.

ASSIGNMENT SHEET #2

Obtain three garments containing different care labels. Write the information contained on each care label in the spaces provided. Next, interpret the information on each label using the preceding chart as a guide.

	CARE LABEL READS--	IT MEANS--
A.	1. ______________________	1. ______________________
	______________________	______________________
	2. ______________________	2. ______________________
	______________________	______________________
	3. ______________________	3. ______________________
	______________________	______________________

	CARE LABEL READS--	IT MEANS--
B.	1. ______________________	1. ______________________
	______________________	______________________
	2. ______________________	2. ______________________
	______________________	______________________
	3. ______________________	3. ______________________
	______________________	______________________

	CARE LABEL READS--	IT MEANS--
C.	1. ______________________	1. ______________________
	______________________	______________________
	2. ______________________	2. ______________________
	______________________	______________________
	3. ______________________	3. ______________________
	______________________	______________________

ASSIGNMENT SHEET #2

D. Do you think that each of the care labels gave you enough information to care for each garment properly?

____

E. Explain your answer.

____

____

____

____

____

PART II

Care labels must be provided for fabric sold by the yard. In most instances, it will be necessary for you to request these labels. It is up to the customer to sew the care label into the completed garment. The following care labels are provided in most fabric stores for fabric sold by the yard.

Labels For Fabric Sold By The Yard

- △1 Machine Wash Warm
- △2 Machine Wash Warm
Line Dry
- △3 Machine Wash Warm
Tumble Dry
Remove Promptly
- △4 Machine Wash Warm
Delicate Cycle
Tumble Dry Low
Use Cool Iron
- △5 Machine Wash Warm
Do Not Dry Clean
- △6 Hand Wash Separately
Use Cool Iron
- △7 Dry Clean Only
- △8 Dry Clean Pile Fabric
Method Only
- △9 Wipe With Damp
Cloth Only

Used with permission of the Textile Distributors Association.

ASSIGNMENT SHEET #2

A. Visit a fabric store. Which of these care labels were available upon your request? Write an "X" next to the labels that were available.

_____ 1. △1 Machine Wash Warm

_____ 2. △2 Machine Wash Warm Line Dry

_____ 3. △3 Machine Wash Warm Tumble Dry Remove Promptly

_____ 4. △4 Machine Wash Warm Delicate Cycle Tumble Dry Low Use Cool Iron

_____ 5. △5 Machine Wash Warm Do Not Dry Clean

_____ 6. △6 Hand Wash Separately Use Cool Iron

_____ 7. △7 Dry Clean Only

_____ 8. △8 Dry Clean Pile Fabric Method Only

_____ 9. △9 Wipe With Damp Cloth Only

B. Were others available? ____

C. If so, what information was on the care label(s)?

____

____

____

____

____

____

CLOTHING CARE: LABEL INFORMATION
UNIT IV

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

CLS - 633-B

CLOTHING CARE: LABEL INFORMATION
UNIT IV

TEST

NAME ______________________ SCORE ______________

1. Match terms associated with garment labels to their correct definitions. Write the correct numbers in the blanks.

______a. Treatment or process used to improve fabrics in various ways

______b. Constructed fabric or raw material suitable for use as cloth

______c. Family name for a group of fibers with similar characteristics

______d. Material made by weaving, knitting, or felting fibers or threads

______e. Substance that can be separated into threads or threadlike structures for spinning or weaving; may be natural or synthetic

______f. Clothing or garments that one wears

______g. Name given to a product by the manufacturer

______h. Fabric that is made entirely from chemicals

______i. Chemical finish applied to a fabric to reduce or end the need to press a garment

______j. Making cloth (felt) by pounding or beating fibers

1. Felting
2. Textile
3. Generic
4. Finish
5. Fiber
6. Fabric
7. Apparel
8. Trade name
9. Durable-press
10. Synthetic

2. Distinguish between required and optional information found on hang tags and labels. Write an "R" in the blanks before required hang tag information and an "O" in the blanks before optional information.

______a. Price

______b. Size

______c. Manufacturer

______d. Generic name of fiber contained in fabric

______e. Brand name or trade name

______f. Special finishes

______g. Percentage by weight of fiber present

TEST

3. Select from the following list provisions of the Care Labeling Rule. Write an "X" in the blank before each correct answer.

______a. Care labels must be attached to the garment in a place where they can be easily found

______b. Care labels are automatically included with all fabric purchases

______c. Care labels must provide warning statements when the usual care methods seem to apply but do not

______d. Care labels must be placed on removable garment parts

______e. Care labels must be made from fibers which will not irritate the skin

______f. Care labels must explain care and maintenance required in regular use of garment

______g. Care labels should contain pricing information

______h. Care labels should make the consumer aware of possible choices for care and maintenance

______i. Garment should contain only one care label

______j. Care labels must remain legible (clearly printed) for the life of the garment

______k. Clothing items and fabrics manufactured or completed on or after July 3, 1972, must have permanent care labels

4. Name three factors that affect the washability of textile items.

a. ____

b. ____

c. ____

5. Select from the following list special fabric features that may affect laundering. Write an "X" in the blank before each correct answer.

______a. Durable-press (permanent-press, wash-and-wear)

______b. Soil-release finishes

______c. Name of manufacturer

______d. Water-repellant finishes

TEST

______e. Garment size

______f. Date of manufacture

______g. Flame-retardant fabrics

______h. Suggested retail price

______i. Knitted fabrics

______j. Name of inspector

______k. Bonded or laminated fabrics

______l. Simulated suede leathers

______m. Price of fabric

(NOTE: Test questions 6 and 7 are the assignment sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

6. Evaluate a care label or hang tag.

7. Interpret care label information.

CLOTHING CARE: LABEL INFORMATION
UNIT IV

ANSWERS TO TEST

1. a. 4
   b. 2
   c. 3
   d. 6
   e. 5
   f. 7
   g. 8
   h. 10
   i. 9
   j. 1
2. a. O
   b. O
   c. O
   d. R
   e. O
   f. O
   g. R
3. a, c, d, f, h, j, k
4. Answer should include any three of the following
   a. Type of fabric fibers
   b. Fabric construction
   c. Colorfastness of dyes
   d. Fabric finish
   e. Garment construction
5. a, b, d, g, i, k, l
6. Evaluated to the satisfaction of the instructor
7. Evaluated to the satisfaction of the instructor

CLOTHING CARE: WASHING AND DRYING
UNIT V

UNIT OBJECTIVE

After completing this unit, the student should be able to sort and prepare washables for laundering, select proper wash temperatures, and select laundry products that match various washing conditions. The student should also be able to wash and dry clothing using proper clothing care procedures. This knowledge will be shown by completing assignment sheets, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match terms associated with laundering to their correct definitions.
2. Match laundry products to their correct definitions/descriptions.
3. Distinguish between conditions that affect the selection and amount of laundry product.
4. Select from a list reasons for washing clothes.
5. Match specific machine laundry tasks to their basic operations.
6. Select from a list steps for preparing clothes for washing.
7. Select from a list guidelines for sorting clothes for washing.
8. Classify sorted laundry loads as to proper water temperatures.
9. Match pretreating before washing procedures to their correct definitions/descriptions.
10. Select from a list general rules for stain removal.
11. Select from a list types of bleach used in home laundering.
12. Select from a list reasons for using bleach.
13. Select from a list suggested directions and cautions for using bleaches.
14. Select from a list general pointers for hand laundering.
15. Select from a list tips for laundering special items by hand or machine.
16. Match common laundry problems to their causes.

OBJECTIVE SHEET

17. Select from a list basic rules for using an automatic washer.
18. Name three methods of drying clothes.
19. Select from a list basic rules for using a dryer.
20. Read label information for laundry products used in clothing care.
21. Prepare clothing for laundering.
22. Sort laundry into loads.
23. Remove stains from fabric.
24. Match type of bleach to garment and fabric type.
25. Make a bleach-fastness test using liquid chlorine bleach.
26. Demonstrate the ability to
    a. Operate an automatic washing machine and clothes dryer.
    b. Sort and fold clean, dry laundry.
    c. Complete hand-washing steps.
    d. Fold a fitted bed sheet.

CLOTHING CARE: WASHING AND DRYING
UNIT V

SUGGESTED ACTIVITIES

I. Suggested activities

   A. Make transparencies.

   B. Provide students with objective sheet.

   C. Provide students with information, assignment, and job sheets.

   D. Discuss unit and specific objectives.

   E. Discuss information and assignment sheets.

   F. Demonstrate and discuss procedures outlined in job sheets.

   G. Obtain containers or fact sheets on laundry products for Assignment Sheet #1.

   H. Provide instructions on how to work Assignment Sheet #1 by making a transparency of one of the work sheets. Using the listed cleaning product, demonstrate to the class the complete procedure for filling out the form.

   I. Make answer key for Assignment Sheet #1.

   J. Arrange field trip to local commercial laundry, motel laundry, hospital laundry, or self-serve laundry.

   K. Obtain washable items for class to launder.

   L. Obtain supplies and equipment needed to complete job sheets.

   M. Allow time for students to practice job sheets.

   N. Use your blank test and answers to test to make a test key if desired.

   O. Give test.

   P. Reteach if necessary.

II. Instructional materials

   A. Objective sheet

   B. Suggested activities

   C. Information sheet

SUGGESTED ACTIVITIES

D. Transparency masters

   1. TM #1--Automatic Washing Machine
   2. TM #2--Automatic Clothes Dryer

E. Assignment sheets

   1. Assignment Sheet #1--Read Label Information for Laundry Products Used in Clothing Care
   2. Assignment Sheet #2--Prepare Clothing for Laundering
   3. Assignment Sheet #3--Sort Laundry into Loads
   4. Assignment Sheet #4--Remove Stains from Fabric
   5. Assignment Sheet #5--Match Type of Bleach to Garment and Fabric Type
   6. Assignment Sheet #6--Make a Bleach-Fastness Test Using Liquid Chlorine Bleach

F. Answers to assignment sheets

G. Job sheets

   1. Job Sheet #1--Operate an Automatic Washing Machine and Clothes Dryer
   2. Job Sheet #2--Sort and Fold Clean, Dry Laundry
   3. Job Sheet #3--Complete Hand-Washing Steps
   4. Job Sheet #4--Fold a Fitted Bed Sheet

H. Test

I. Answers to Test

III. Unit references

A. Blackwell, Dorothy G. *Family Living Topics: Home Economics Serving Families T4501*. "Drying and Folding Tips." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

B. Blackwell, Dorothy G. *Family Living Topics: Home Economics Serving Families T4502*. "Doing the Family Wash." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

C. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families T4503*. "Spots and Stains." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

SUGGESTED ACTIVITIES

D. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4503.* "The Water You Use for Clean Clothes." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

E. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4504.* "Soaps and Detergents for Clean Clothes." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

F. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4505.* "Bleaches for Clean Clothes." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

G. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4506.* "Drying Clean Clothes." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

H. *Bleaches and Germ Killers--For Clean Clothes, PA-848.* Division of Home Economics, Federal Extension Service. Washington, D.C.: U.S. Department of Agriculture, n.d.

I. Clements, Irene, and Judy Coffey. *Home Economics I: Basic Core,* rev. by Joyce Sawatzky. Stillwater, Oklahoma: State Department of Vocational and Technical Education/Curriculum and Instructional Materials Center, 1977.

J. Dowler, Flora. *The Science of Laundering.* New York: Educational Services, American Gas Association, Inc., n.d.

K. *Getting Ready to Wash--For Clean Clothes PA-846.* Division of Home Economics, Federal Extension Service. Washington, D.C.: U.S. Department of Agriculture, n.d.

L. *Housekeeping Management Assistant,* rev. ed. Lubbock, Texas: Home Economics Instructional Materials Center, Texas Tech University, 1975.

M. *The Laundry Book.* Pittsburg, Pennsylvania: Consumer & Public Affairs, Beecham Products, n.d.

N. *Learning About Laundry, A Professional Handbook About Principles, Products, and Procedures.* Cincinnati, Ohio: The Proctor and Gamble Company, 1979.

O. *Removing Stains From Fabrics: Home Methods.* U.S. Department of Agriculture, Washington, D.C.: Home and Garden Bulletin No. 62, n.d.

P. *Soaps and Detergents--For Clean Clothes PA-847.* Division of Home Economics, Federal Extension Service. Washington, D.C.: U.S. Department of Agriculture, n.d.

SUGGESTED ACTIVITIES

Q. *The Water You Use To Clean Clothes PA-845.* Division of Home Economics, Federal Extension Service. Washington, D.C.: U.S. Department of Agriculture, n.d.

R. *Wear and Care: A Guide to Teaching Clothing Selection and Laundry in a Bright, Colorful Way.* Piermont, New York: The Clorox Company, n.d.

CLOTHING CARE: WASHING AND DRYING
UNIT V

INFORMATION SHEET

I. Terms and definitions

A. Agitator (AG/i/TA/tor)--Device or apparatus for stirring or shaking

B. Colorfast (COL/or/FAST)--Colors capable of being cleaned or washed without fading or "running"

C. Noncolorfast (NON/COL/or/FAST)--Colors that fade or "run" during cleaning or washing

D. Pretreating (PRE/TREAT/ing)--Step taken before garment laundering to treat heavy soil or spots so that they will be removed during actual washing

EXAMPLES: Presoaking in a solution of enzyme pre-soak or all-purpose detergent and warm water; pretreating a spot by rubbing in a heavy-duty liquid detergent; special treatment of stain by applying dry-cleaning solvent

E. Biodegradable (BI/o/de/GRA/da/ble)--Capable of being decomposed (broken down) by bacteria

F. Hard water (HARD WA/ter)--Water that contains many mineral grains; usually between 4 to 20 grains per gallon

(NOTE: Areas with hard water problems require additional amounts of detergent or water softening agents for proper cleaning.)

G. Soft water (SOFT WATER)--Water that contains few mineral grains; usually between 0 to 3 grains per gallon

H. Soap curd (SOAP CURD)--Soap that has combined with minerals in water and formed a film or crust

I. Phosphate (phos/PHATE)--Chemical element used in detergents that keeps water minerals in solution; prevents minerals from interfering with cleaning action

J. Pilling (PILL/ing)--Forming of little balls of fiber on fabric surface

K. Enzyme (EN/zyme)--Substance that speeds up a chemical reaction

(NOTE: Enzymes are used in detergents because they help to break down certain soils and stains.)

INFORMATION SHEET

L. Whites (WHITES)--Items to be laundered that are light-colored or white, or colorfast articles with a white background

EXAMPLES: A white cotton undershirt, white towel with blue stripes, yellow checkered tablecloth, and a light print dress could be washed together and called a "white" load

II. Laundry products (Assignment Sheet #1)

A. Bleach--Laundry product used to whiten clothes, remove stains, and disinfect

(NOTE: Both chlorine and oxygen bleaches can be purchased in liquid or powder form.)

B. Bluing--Blue liquid or powder added to laundry solutions to prevent white fabrics from yellowing

(NOTE: Bluing causes the fabric to reflect a blue-white light. Some detergent products include bluing, or it may be purchased separately in liquid form.)

C. Mild detergent--Powder, liquid, or cake laundry product used for delicate clothes and light soils

D. All-purpose/all-temperature detergent--Powder, liquid, or cake laundry product used for general laundry and normal soils

(NOTE: All-purpose detergent is available with low sudsing, intermediate sudsing, and high sudsing characteristics.)

E. Cold water detergent--Powder, liquid, or cake laundry product used for sensitive colors, synthetics, and light soils

F. Heavy-duty detergent--Powder, liquid, or cake laundry product used for heavily soiled clothing and hot water washing

(NOTE: Heavy-duty detergent is available with low sudsing, intermediate sudsing, and high sudsing characteristics.)

G. Soap--Mild cleaning product usually made by combining a strong alkali such as lye with animal fat

(NOTE: Soap will "curdle" in hard water, causing fabric to look dull and dingy.)

H. Starch--Stiffener used to give added body to cottons, and to increase resistance to soiling

(NOTE: Starch is available in liquid, spray, or powder form. It is added at the end of laundry cycle or applied before or during ironing.)

INFORMATION SHEET

I. Fabric softener--Laundry product which helps give soft, smooth feeling to clothes; makes ironing easier; and prevents static electricity or clinging of clothes

(NOTE: Fabric softeners are available in liquids, aerosol sprays, and saturated paper products. Before using, check appliance manufacturer's directions to prevent damage.)

(CAUTION: CONTINUAL USE OF FABRIC SOFTENER MAY CAUSE BATH TOWELS TO LOSE THEIR ABSORBENCY.)

J. Water softening agent--Product used to tie up hard water minerals so that they do not interfere with the detergent's cleaning action during the washing process

(NOTE: Water hardness minerals may also be removed by a mechanical water softener.)

III. Conditions that affect the selection and amount of laundry product

A. Conditions requiring more than recommended amount

1. Very hard water
2. Very dirty clothes
3. Large loads of clothes
4. Extra water volume in washer

B. Conditions requiring less than recommended amount

1. Very soft water
2. Very light soil
3. Small loads of clothes
4. Reduced water volume in washer

IV. Reasons for washing clothes

A. To get clothes clean

B. To remove odors

C. To remove wrinkles and restore fresh appearance

D. To soften new fabrics

INFORMATION SHEET

E. To help preserve the life of clothes

F. To keep clothes looking their best

G. To look neat, attractive, and well-groomed

V. Basic operations for specific machine laundry tasks

A. Preparation

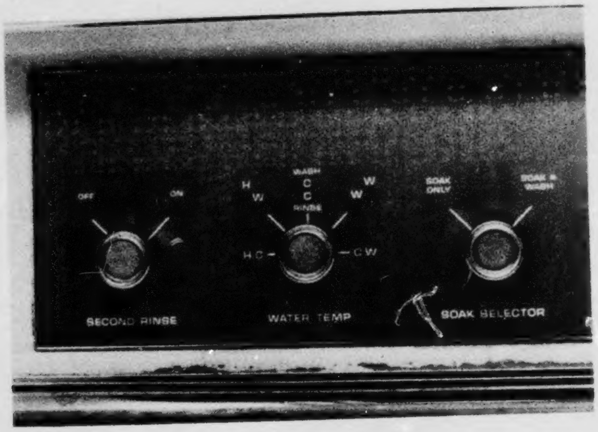
1. Gather clothes for washing
2. Sort clothes
3. Pretreat soiled areas

B. Washing

1. Load clothes in machine
2. Select water temperature (Figure 1)

(NOTE: Wash water temperature is important because it directly affects cleaning, wrinkling, dye stability, and durability of fabric finishes.)

FIGURE 1


OFF
ON
SECOND RINSE
WASH
H
W
C
C
W
W
RINSE
HC
CW
WATER TEMP
SOAK ONLY
SOAK & WASH
SOAK SELECTOR

3. Select detergent and other laundry aids

C. After washing

1. Dry clothes
2. Fold, iron, and store

INFORMATION SHEET

VI. Steps for preparing clothes for washing (Assignment Sheet #2)

- A. Read garment care label
- B. Close hooks and zippers
- C. Investigate pockets for tissue paper and treasures
- D. Shake out cuffs
- E. Loosely knot together long belts, apron strings, or stockings so that they will not strangle and stretch each other
- F. Turn socks right-side out and pin together
- G. Turn pleated or creased permanent-press garments inside out to reduce pilling and wear at creases and edges
- H. Turn knits inside out to prevent excessive snagging
- I. Remove pins and ornaments
- J. Mend all rips, tears, and snags

VII. Guidelines for sorting clothes for washing (Assignment Sheet #3)

(NOTE: Read care label information.)

- A. Separate whites from colored clothes

  EXAMPLES: Whites, colorfast colors, noncolorfast colors

- B. Separate extra dirty clothes from slightly soiled clothes

  EXAMPLES: Dirty navy blue work pants, lightly soiled navy blue dress slacks

- C. Separate heavyweight clothes from permanent press and delicate clothes

  EXAMPLES: Heavy blue denim jeans, doubleknit slacks

- D. Separate by fabric, fabric finish, and garment construction

  EXAMPLES: Cottons and linens, synthetics and durable-press, delicates

- E. Separate noncolorfast colored items from colorfast items

  EXAMPLES: New red cotton sweater, new blue denim jeans, permanent-press red shirt

- F. Separate clothes that shed lint from those that do not shed lint

  EXAMPLES: Terry cloth and chenille are lint-givers; nylon socks, synthetics, permanent press, corduroy, and velveteen are lint-catchers.

INFORMATION SHEET

VIII. Sorted laundry loads and proper water temperatures

(NOTE: To conserve energy use coolest water temperature possible for desired results.)

A. Hot (60°C or 140°F)

1. Sturdy whites and colorfast pastels
2. Heavily soiled durable-press, wash-and-wear, and work clothes

B. Warm (33-43°C or 100-110°F)

1. Lightly soiled durable-press or wash-and-wear
2. Noncolorfast colors
3. Nylons, polyesters, acrylics

C. Cold (27°C or cooler or 80°F or cooler)

1. Very delicate colors and fabrics
2. Very lightly soiled fabrics
3. Washable silks and washable woolens

INFORMATION SHEET

IX. Pretreating before washing (Figures 2-4)

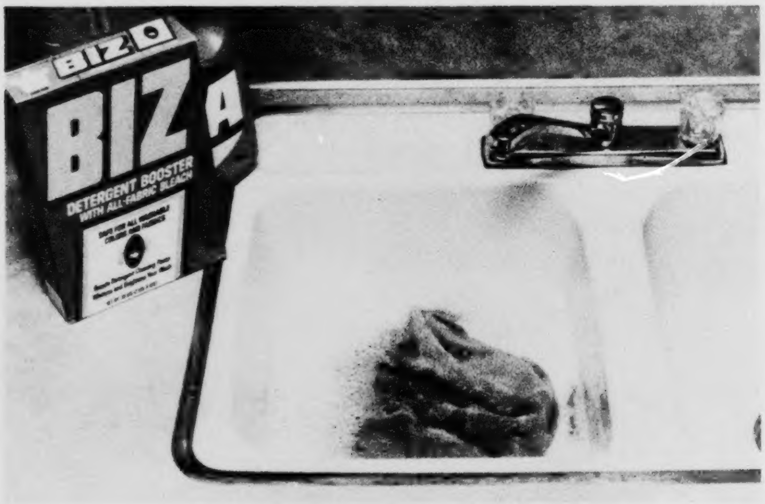
(NOTE: The first rule for stain removal is to treat as soon as possible.)

A. Presoak--Soak heavily soiled, yellowed, or grayed fabrics in a solution of presoak product or laundry detergent and warm water

EXAMPLES: Egg, baby formula, chocolate, grass and grease

(CAUTION: SORT CLOTHING BEFORE SOAKING TO AVOID COLOR TRANSFER.)

FIGURE 2

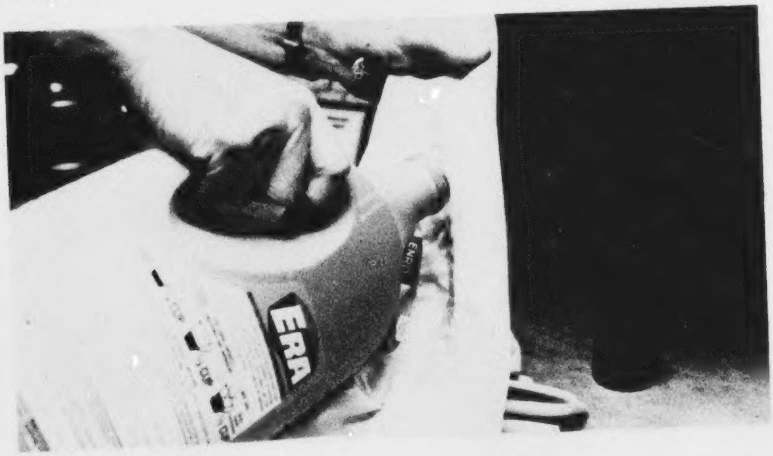

BIZ
BIZ
DETERGENT BOOSTER
WITH ALL-FABRIC BLEACH

INFORMATION SHEET

B. Apply detergent or bar soap--Rub medium and heavily soiled areas with a wet bar of white soap, liquid detergent, or a paste made of powdered detergent and water

EXAMPLES: Shirt collars, cuffs, grease spots on permanent-press items

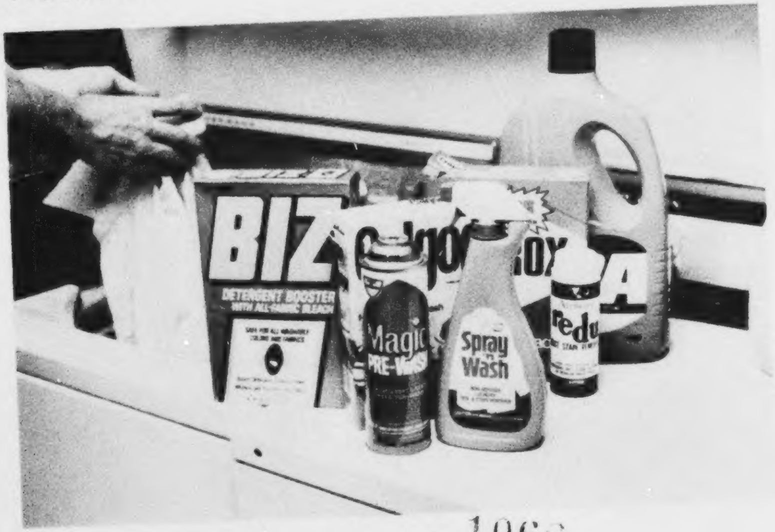
FIGURE 3



C. Treat difficult stains--Treat difficult stains with proper products, and follow general rules for stain removal

EXAMPLES: Rust, ballpoint ink, candle wax, chewing gum, paint, mustard

FIGURE 4


BIZ
DETERGENT BOOSTER WITH ALL-FABRIC BLEACH
Magic PRE-WASH
Spray 'n Wash

INFORMATION SHEET

X. General rules for stain removal (Assignment Sheet #4)

   A. Treat stains on washable fabrics as soon as possible

   B. Work on a clean, well-lighted work surface

   C. Read and follow package directions when using any stain removal product

   D. Test cleaner or stain remover on a hidden part of garment before applying to entire garment

      EXAMPLES: Seam allowance, hem, facing

   E. Place stain or spot face down on cloth or paper towel and treat from underside, forcing stain from fabric and not through it

   F. On a colored garment, treat whole garment and not just a spot to prevent uneven color removal

   G. Launder garment after stain removal treatment to remove stain remover and stain

XI. Types of bleach used in home laundering (Assignment Sheet #5)

   A. Liquid chlorine bleach

      (NOTE: Liquid chlorine bleach, such as Clorox, is the most common type.)

   B. Dry chlorine bleach

      (NOTE: This is powdered chlorine bleach and is used on white and bleach-fast colored cottons, linens, nylon, polyester, durable-press, and acrylics.)

      (CAUTION: DO NOT USE ON SILKS, WOOLENS, MOHAIR, AND SOME TYPES OF SPANDEX.)

   C. Liquid oxygen type

   D. Dry oxygen type

      (NOTE: Powdered dry oxygen bleach, such as Clorox 2, is used for light-duty bleaching jobs on all washable fibers and most washable colors.)

INFORMATION SHEET

XII. Reasons for using bleach

- A. Whitens
- B. Helps remove stains
- C. Helps remove some soils
- D. Disinfects
- E. Deodorizes

XIII. Suggested directions and cautions for using bleaches (Assignment Sheet #6)

- A. Read and follow package label directions
- B. Measure recommended amounts carefully
- C. Never pour bleach directly on clothes
- D. Dilute liquid chlorine bleach with 1 quart of water before adding to a load of clothes agitating in washer
- E. Add bleach to wash water before adding clothes when possible
- F. Do not add chlorine bleach and enzyme detergent at the same time

  (NOTE: Chlorine bleach inactivates enzymes. It is best to add the bleach the last 4-5 minutes of wash cycle, thus allowing enzymes time to work first.)
- G. Never mix chlorine bleach with ammonia or acids such as vinegar and/or rust remover

  (NOTE: Mixing can produce a toxic gas which may cause death.)
- H. Test colored fabrics for bleach fastness

  EXAMPLE 1: *Chlorine bleach*--Mix 1 tablespoon of bleach with 1/4 cup of water. Apply 1 drop of this bleach solution to a hidden portion of the fabric. Be sure the solution penetrates the fabric. Let stand 1 minute. Blot dry with paper towel. If there is no color change, the article can be safely bleached.

  EXAMPLE 2: *Oxygen bleach*--Make a solution of 1 tablespoon of bleach to 1/2 gallon of hot water. Dip a hidden portion of the item up and down in the hot solution. If color does not bleed or there is no color change, the product may be used as recommended for laundering or soaking.
- I. Do not use bleach on silks, woolens, mohair, and some types of spandex
- J. Bleach entire item and not just stained area

  (NOTE: If there is a color change, it will be uniform over the whole item.)

INFORMATION SHEET

XIV. General pointers for hand laundering

(NOTE: Garment manufacturers recommend hand washing because of delicate fabrics, garment construction, or trim or lace attached to garment.)

A. Sort items by color

EXAMPLES: Wash whites only with whites, colors with like colors, "faders" and "bleeders" by themselves.

B. Check for stains and heavily soiled areas

(NOTE: Pretreat as needed.)

C. Select laundry product

EXAMPLE: All-purpose/all-temperature detergent

D. Match agitation and handling procedure to fabric type and kind

EXAMPLES: Woolens, silk, acetate, and loose knits should not be wrung out or twisted.

E. Rinse fabric at least twice to remove all soiled water and suds

(NOTE: Fabric softener may be added to last rinse to prevent clinging.)

F. Dry garment according to care label

EXAMPLES: Dry sturdy items on a plastic or rust-free hanger; dry items that might stretch or lose their shape flat on a towel or on nonprinted paper.

XV. Tips for laundering special items by hand or machine

(NOTE: Dilute chlorine bleach before adding to detergent solution for bleachable items.)

(CAUTION: NEVER COMBINE CHLORINE BLEACH AND LIQUID DETERGENT FULL STRENGTH BECAUSE OF NOXIOUS FUMES.)

A. Wool sweaters

1. Lay on clean paper, and draw a pencil outline before washing

   (NOTE: A large brown grocery bag may be used.)

2. Place on paper to dry; use outline as guide to maintain original shape
3. Block (reshape) occasionally during drying to keep shape same as outline

INFORMATION SHEET

B. Cloth dress gloves

1. Put on hands and rub detergent into palms and fingertips, making a good lather
2. Rinse thoroughly and roll in clean towel to absorb excess moisture
3. Smooth to natural shape

C. Hosiery

1. Apply small amount of detergent and rub stained or soiled heels and toes together
2. Use a drawstring or zippered mesh bag to minimize snagging during machine washing

D. Slips, underwear, lingerie

1. Machine wash for best results
2. Rub detergent into soiled areas for hand washing

   EXAMPLES: Bra and slip straps, underarm areas, necklines

3. Require a more thorough detergent wash than soil condition indicates

XVI. Common laundry problems and their causes

A. Grayed fabric

1. Not enough detergent
2. Using soap in hard water
3. Wash water temperature not hot enough
4. Overloaded washer

B. Yellowed fabric

1. Incomplete removal of body oil
2. Iron minerals in water

   (NOTE: Use a phosphate detergent in wash water and a phosphate water conditioner in rinse water to combat yellowing caused by iron in the water.)

3. Use of bleach on sensitive fabrics such as spandex, some nylons, and some acetates

INFORMATION SHEET

C. Torn clothes

  1. Overuse of bleach
  2. Not diluting bleach
  3. Using item to wipe up spills
  4. Rough spots in washer or dryer
  5. Snagging by belt buckles, zippers, or hooks

D. Color loss or damage

  1. Dyes that are not colorfast
  2. Overbleaching
  3. Rubbing action on painted-on designs

E. White streaks on fabric

  1. Bleach damage
  2. Use of non-phosphate detergent of the carbonate type
  3. Water not hot enough

F. Stiffness

  1. Incomplete rinsing of soap or detergent from fabric
  2. Carbonate buildup from using non-phosphate detergent

XVII. Basic rules for using an automatic washer (Transparency #1)

A. Load washer loosely to allow clothes to flow freely through water

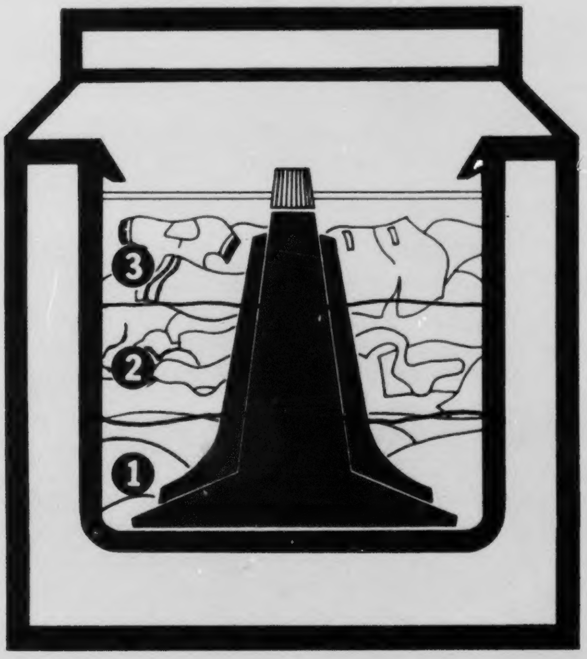
(NOTE: Load only one king- or queen-sized sheet per load.)

INFORMATION SHEET

B. Load clothes dry and in proper order (Figure 5)

EXAMPLE:

FIGURE 5



- Load clothes dry
- Take a properly sorted group of clothes and drop them loosely in the wash basket in this order:

1st	Large Items — like sheets Do not wrap around the agitator
2nd	Small Items — like washcloths
3rd	Medium Size Items — like towels

Used with permission of General Electric Company.

C. Clean lint filter after each wash load

(NOTE: Some machines have self-cleaning filters.)

D. Never put your hand into tub before it stops spinning

E. Leave lid open until tub is dry

F. Keep washer clean

(NOTE: Wipe up product spills inside and outside the washer.)

G. Never launder rags or cloths used with flammable liquids

EXAMPLES: Gasoline, paint thinners, cleaning solvents

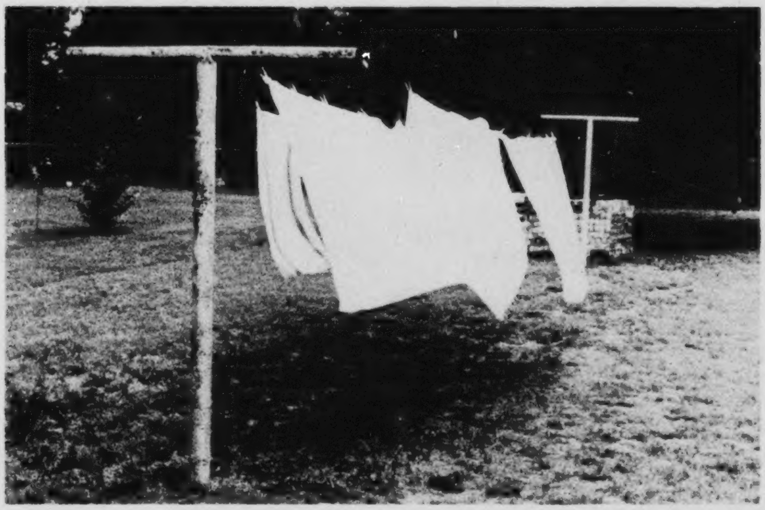
INFORMATION SHEET

XVIII. Methods of drying clothes (Figures 6-8)

(NOTE: Some items, like sweaters or knits, need to be dried on a flat surface after washing to prevent shrinking and loss of shape.)

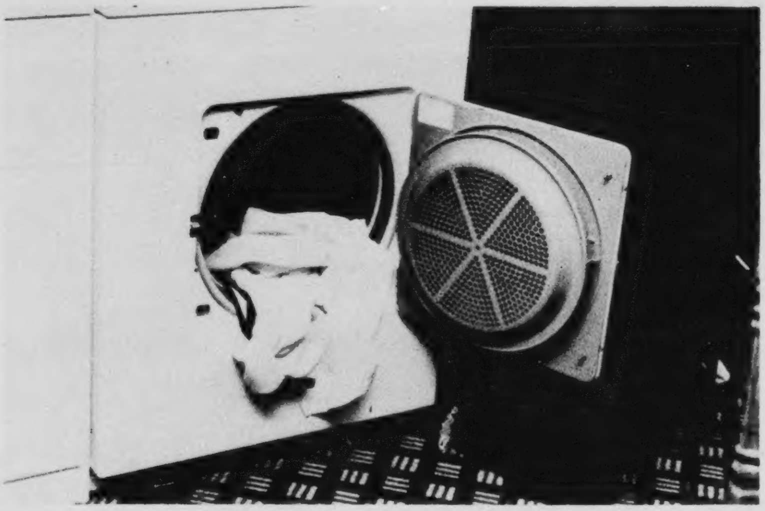
A. Line drying

FIGURE 6



B. Machine drying

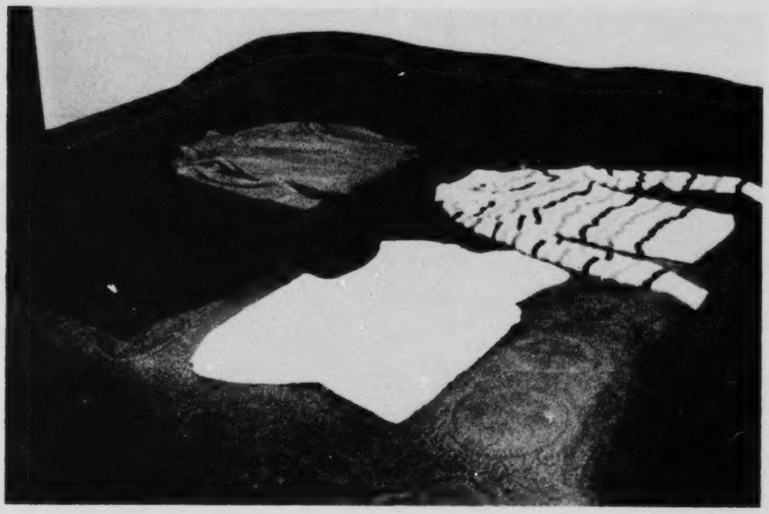
FIGURE 7



INFORMATION SHEET

C. Flat drying

FIGURE 8



XIX. Basic rules for using a dryer (Transparency #2)

A. Never overload

(NOTE: Overloading makes machine work harder, takes longer to dry, and causes wrinkles.)

B. Dry items of similar weight and construction together to avoid overdrying or underdrying

EXAMPLE: Bath towels and lingerie should not be dried together.

C. Clean lint filter after each load

D. Do not machine dry foam rubber or plastics

EXAMPLES: Plastic aprons, bibs, tablecloths; foam rubber pillows

(NOTE: Drying these may be a fire hazard.)

E. Do not dry fiberglass fabrics

EXAMPLE: Some sheer curtains

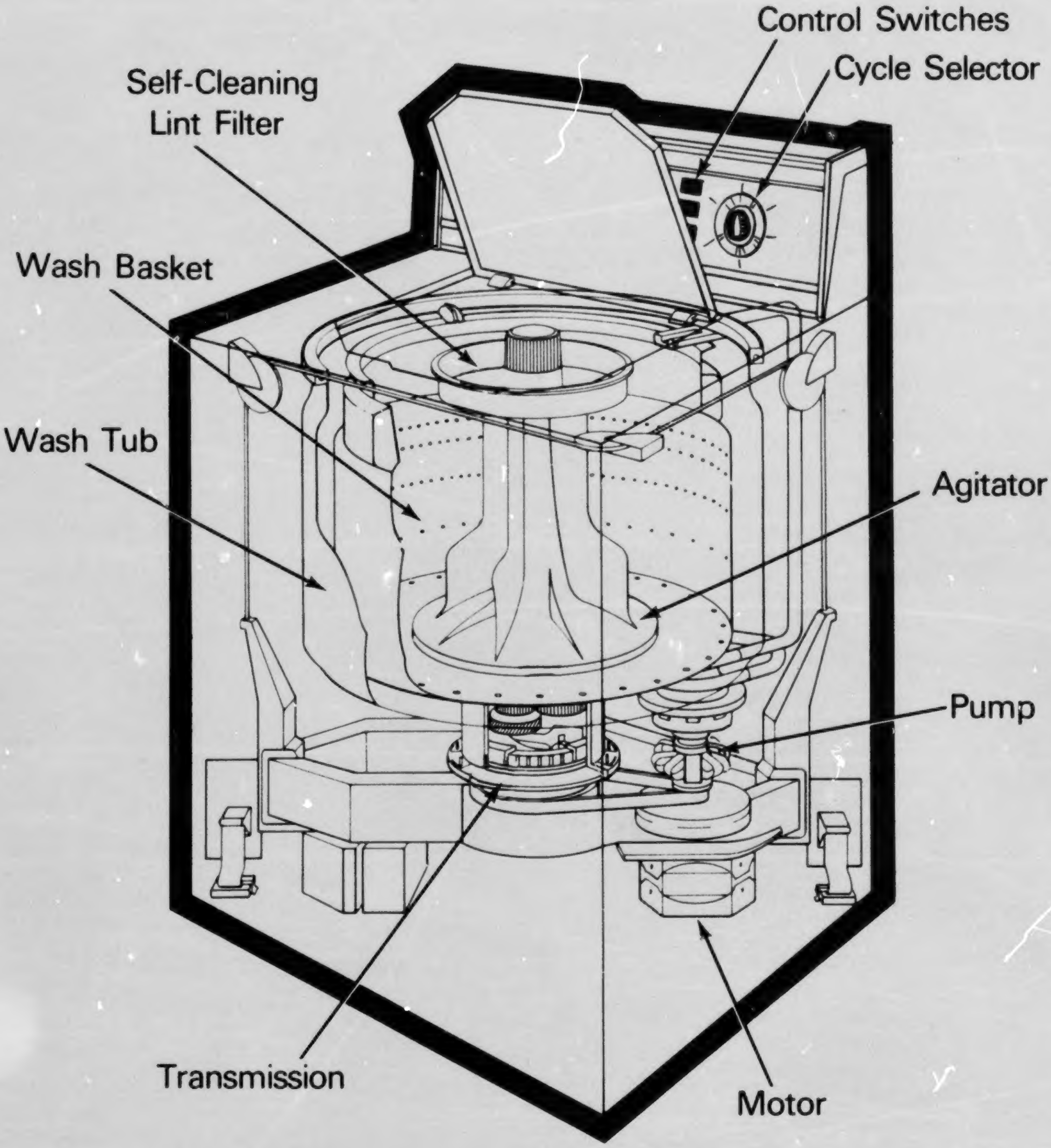
INFORMATION SHEET

F. Never machine dry items containing flammable liquids, solids, or cleaning solvents

EXAMPLES: Cleaning rags containing gasoline, turpentine, waxes, polish, wax removers

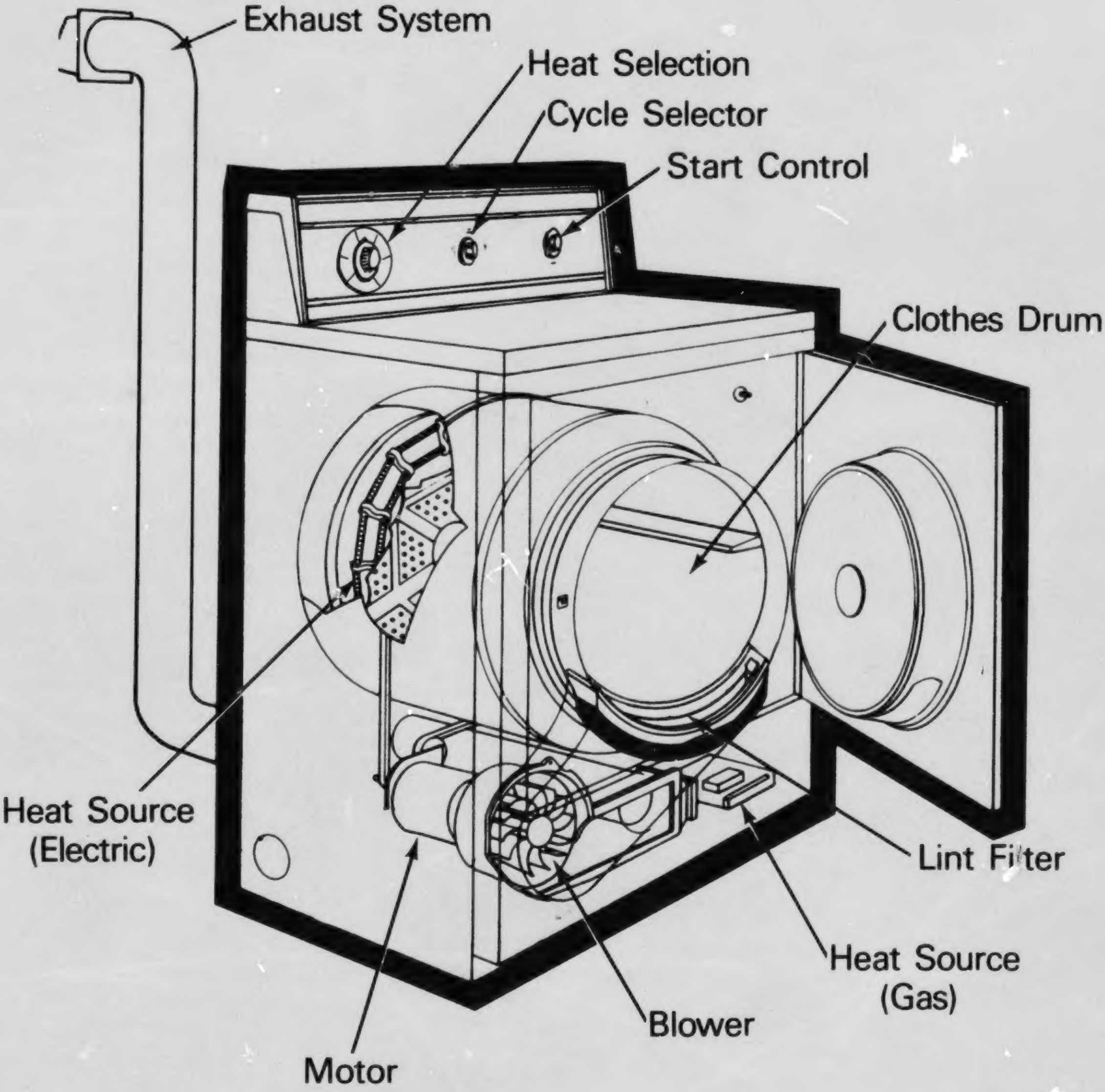
G. Remove clothes promptly after drying to prevent wrinkling

Automatic Washing Machine


Control Switches
Cycle Selector
Self-Cleaning
Lint Filter
Wash Basket
Wash Tub
Agitator
Pump
Transmission
Motor

Used with permission of the General Electric Company.

Automatic Clothes Dryer


Exhaust System
Heat Selection
Cycle Selector
Start Control
Clothes Drum
Heat Source (Electric)
Lint Filter
Heat Source (Gas)
Blower
Motor

Used with permission of the General Electric Company.

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #1--READ LABEL INFORMATION FOR LAUNDRY PRODUCTS USED IN CLOTHING CARE

NAME ______________________________ SCORE ______________

To obtain the results that a product was created to do, the worker must understand and follow directions. Failure to follow directions may result in damage to clothing and/or machine.

Write product information for the supplies listed on each of the following worksheets.

(NOTE: Not all information may be listed on each product label or package.)

A. Bleach

B. Bluing

C. Laundry detergent

D. Laundry soap

E. Starch

F. Fabric softener

G. Water softening agent

ASSIGNMENT SHEET #1

PART I--Label Information

A. Type of product BLEACH

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART II--Label Information

A. Type of product BLUING

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

Part III--Label Information

A. Type of product LAUNDRY DETERGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART IV--Label Information

A. Type of product LAUNDRY SOAP

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART V--Label Information

A. Type of product STARCH

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART VI--Label Information

A. Type of product FABRIC SOFTENER

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

ASSIGNMENT SHEET #1

PART VII--Label Information

A. Type of product WATER SOFTENING AGENT

B. Brand name

C. Manufacturer's name and address

D. Directions for use (amount to use and how to use)

E. Surfaces on which product can be used

F. Surfaces on which product should not be used

G. Caution statements

H. Net contents

I. List of ingredients

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #2--PREPARE CLOTHING FOR LAUNDERING

NAME ______________________________ SCORE ______________

Clothing wears and looks better longer when laundry is properly prepared. If some clothes have very heavily soiled spots or stains, such as body oils and makeup on collars and cuffs, pretreat those soiled spots before washing the clothes. The soiled areas and stains should be brushed with a thick paste of detergent and water or a full-strength liquid detergent. Synthetic fabrics and durable-press finishes seem to hold greasy soils more than other fabrics. These may need pretreating often. Many special pretreating spray products are available for heavily soiled areas. Read labels of the products before using them. Some may not be suited to all fabrics.

Even when pretreating is not necessary, there are a few guidelines to follow to prepare clothing for laundering. Use a typical laundry load, and prepare clothing according to the following procedure:

A. Mend any rips, tears, or seams that have come apart

B. Remove removable trims, belts, buttons, and fancy zipper pulls that are not washable

C. Sew on any loose buttons or hooks

D. Close zippers or hooks

(NOTE: Zippers and hooks might snag fabrics if left open.)

E. Loosely tie attached belts or ties to prevent tangling

F. Empty pockets, and turn them and any pants cuffs inside out; brush away lint and loose dirt

G. Turn knits inside out to prevent snagging

H. Turn socks right-side out

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #3--SORT LAUNDRY INTO LOADS

NAME ______________________ SCORE __________

The purpose of sorting is to separate the items that could in some way damage other garments. Typical separate bundles might include the following items:

Sturdy White and Colorfast Items	Non-Colorfast Items	Heavily Soiled Items	Delicate Items
Towels Sheets Pillowcases Handkerchiefs Shirts Cotton underwear Diapers (wash alone or with other items of similar soil)	Sports clothes Dresses Blouses Children's playclothes Pajamas Colorful household linens	Work clothes, including underwear Playclothes Active sports clothes Throw rugs (wash separately or with like items)	Fragile blouses Lingerie Sheer curtains
ITEMS HAVING A STRONG TENDENCY TO SHED LINT SHOULD BE WASHED SEPARATELY			

Using your Information Sheet and the sorting guide above, sort the family wash or laundry provided by your instructor.

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #4--REMOVE STAINS FROM FABRIC

NAME ________________________ SCORE ____________

Survey family, friends, and classmates to find what types of clothing stains are most often a problem to them. Collect clothing that has stains or use scraps of fabrics and *make* stains. Use the procedures described on the stain removal chart (following pages) to remove each stain. Read product information labels carefully.

A. What stains were most common to family, friends, and classmates?

B. What stains were you able to remove when following the procedure described on the chart?

ASSIGNMENT SHEET #4

STAIN REMOVAL GUIDE FOR WASHABLE FABRICS

Chocolate and Cocoa	Soak in cold water. If stain remains, pretreat with detergent paste and launder in water as *hot* as is safe for the fabric
Coffee and Tea	Pour boiling water through stretched tight fabric. Launder in *hot* water.
Cosmetics	Pretreat with detergent paste. Launder in *hot* water.
Crayon	Loosen stain with cooking oil. Add detergent, working until outline of stain is removed. Launder in *hot* water.
Egg	Scrape off excess. Soak in *cool* water and then launder in *hot* water.
Fruits and Berries	For cherry, peach, pear, and plum stains, soak at once in *cool* water. For other fruits, pour *boiling* water through stain. Launder as recommended for fabric.
Grass and Foliage	Rub detergent paste into stain. If necessary use a mild bleach. Launder in *hot* water.
Grease and Oil	Scrape off as much grease as possible. Rub detergent paste into stain. Launder in *hot* water with plenty of detergent.
Ice Cream	Soak in *cool* water. Then treat with detergent paste. If chocolate or fruit remains, follow directions for those stains.
Ink (ball-point)	Rub white petroleum jelly into stain. Pretreat with detergent paste, and launder. If fabric permits, add bleach.
Mildew	Launder in *hot* water. If possible, dry in the sun.
Mustard	Pretreat with *cool* water and detergent. Launder as recommended for fabric.
Perspiration	Pretreat stain with detergent paste. If stain persists, apply ammonia to fresh stain and white vinegar to old stain. Rinse and then launder as recommended for fabric.
Scorch	Pretreat with *hot* water and detergent. If stain remains, rub with suds. Add bleach if fabric permits. Launder in *hot* water. (Heavy scorches cannot be removed.)

ASSIGNMENT SHEET #4

STAIN REMOVAL GUIDE FOR WASHABLE FABRICS

Blood	While stain is fresh, soak in *cold* water. Work in detergent paste. Launder in warm water. If the stain persists, soak again with bleach. Relaunder.
Candle Wax and Paraffin	Place stain between clean, white blotters or several layers of facial tissue, and press with warm iron. To remove remaining stain, sponge with a dry-cleaning fluid. RINSE and then launder as recommended for fabric.
Chewing Gum	Harden gum by rubbing it with ice. Scrape off excess with dull knife. If stain remains, sponge with a dry-cleaning fluid, RINSE, and then launder as recommended for fabric.
Shoe Polish	Scrape off as much as possible. Pretreat with detergent paste. Launder as recommended for fabric.
Soft Drinks	Sponge immediately with *cool* water. Launder as recommended for fabric.
Tomato	Sponge area with *cold* water. If stain remains, pretreat with detergent paste. Launder in *hot* water with bleach, if fabric permits.

(CAUTION: BECAUSE MANY CLEANING FLUIDS ARE TOXIC [POISONOUS], BE SURE THAT YOU ARE IN A WELL-VENTILATED ROOM WHEN USING THEM. USE EXTREME CAUTION WITH FLAMMABLE LIQUID. RINSE THOROUGHLY ALL FABRICS CONTAINING FLAMMABLE MATERIALS [DRY-CLEANING FLUID] BEFORE WASHING IN WASHER. DO NOT MIX CHLORINE BLEACH WITH AMMONIA OR ACIDS SUCH AS VINEGAR AND/OR RUST REMOVER. MIXING CAN PRODUCE A TOXIC GAS WHICH MAY CAUSE DEATH.)

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #5--MATCH TYPE OF BLEACH TO GARMENT AND FABRIC TYPE

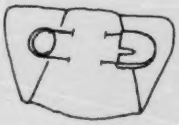
NAME ______________________________ SCORE ______________

To improve appearance and prevent permanent damage, the proper selection of a bleaching product is very important.

Match type of bleach to garment and fabric type. Write the correct numbers in the blanks.

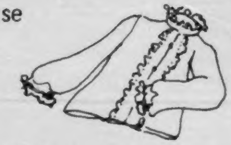
1. Chlorine bleach
2. Oxygen bleach

_____A. Diapers



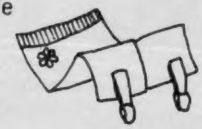
_____B. Pink wool sweater

_____C. Silk blouse



_____D. White T-shirt

_____E. Nylon/spandex girdle



_____F. Printed dish towels

_____G. White cotton socks

CLOTHING CARE: WASHING AND DRYING
UNIT V

ASSIGNMENT SHEET #6--MAKE A BLEACH-FASTNESS TEST USING LIQUID CHLORINE BLEACH

NAME ______________________________ SCORE ______________

To prevent permanent damage to a colored garment, it should be tested for bleachfastness on a hidden area before bleaching.

Make a color test using the following method:

A. Obtain one colored piece of fabric and one white piece of fabric.

B. Measure out 1/4 cup of water and add 1 tablespoon of liquid bleach.

C. Apply one drop of bleach solution to each piece of fabric.

D. Wait 1 minute, and then blot dry with a paper towel.

E. Compare results with the rest of the class.

CLOTHING CARE: WASHING AND DRYING
UNIT V

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

Assignment Sheet #3--Evaluated to the satisfaction of the instructor

Assignment Sheet #4--Evaluated to the satisfaction of the instructor

Assignment Sheet #5

A. 1
B. 2
C. 2
D. 1
E. 2
F. 1
G. 1

Assignment Sheet #6--Evaluated to the satisfaction of the instructor

CLOTHING CARE: WASHING AND DRYING
UNIT V

JOB SHEET #1--OPERATE AN AUTOMATIC WASHING MACHINE AND CLOTHES DRYER

I. Equipment and supplies

- A. Automatic washing machine
- B. Automatic clothes dryer
- C. Laundry detergent
- D. Measuring cup
- E. Enzyme detergent booster (optional)
- F. Bleaching agent (optional)
- G. Fabric softener (optional)
- H. Water softener (optional)

II. Procedure

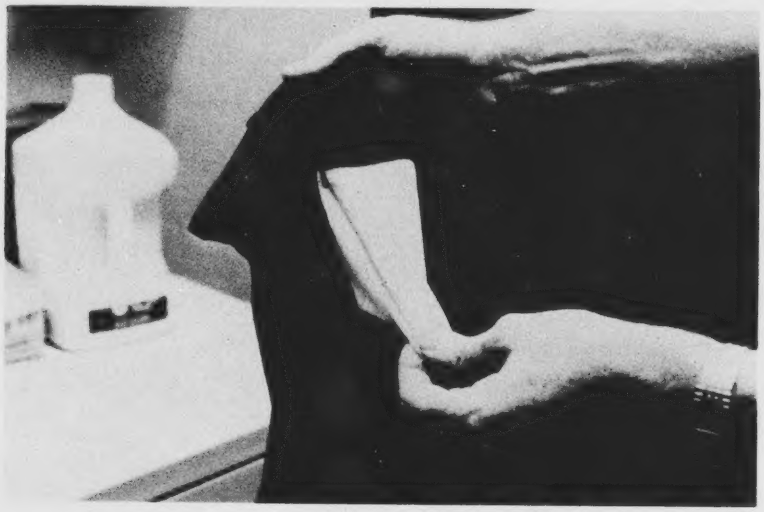
- A. Sort clothes following sorting guidelines (Assignment Sheet #3; Figure 9)

FIGURE 9

JOB SHEET #1

B. Empty all pockets and turn down cuffs (Figure 10)

FIGURE 10



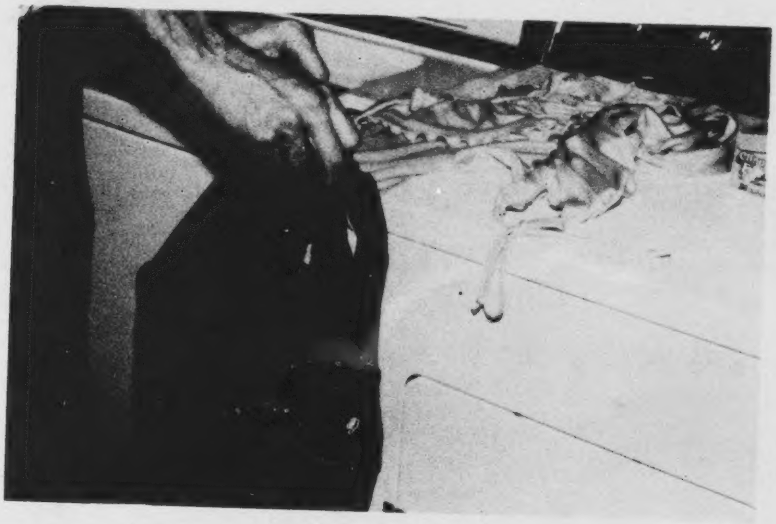
C. Remove belts, strings, and ornaments that should not be machine laundered (Figure 11)

FIGURE 11

JOB SHEET #1

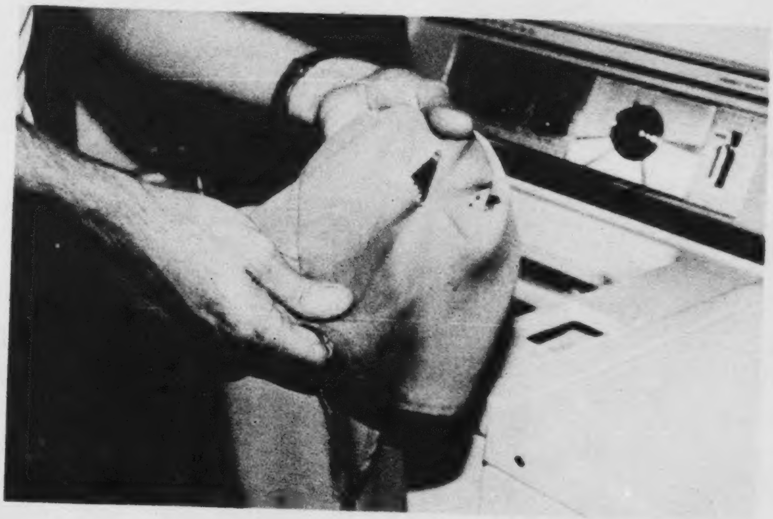
D. Fasten zippers and hooks; tie loosely pulls and strings (Figure 12)

FIGURE 12



E. Inspect clothing for missing buttons and areas that need mending (Figure 13)

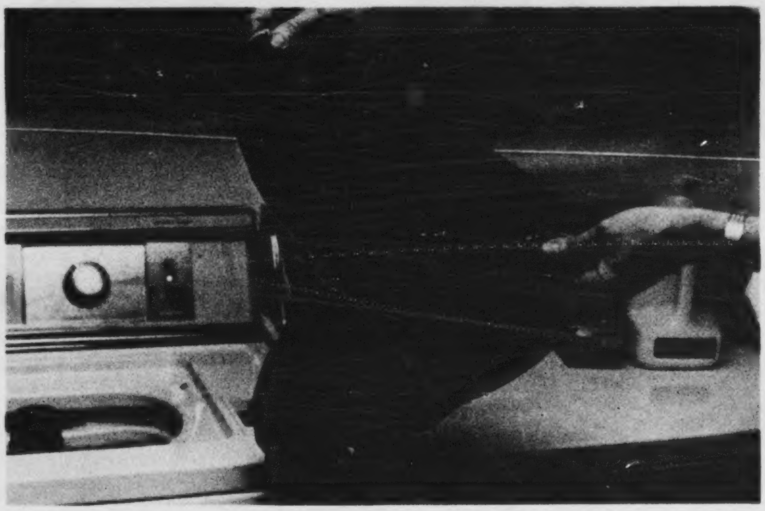
FIGURE 13



JOB SHEET #1

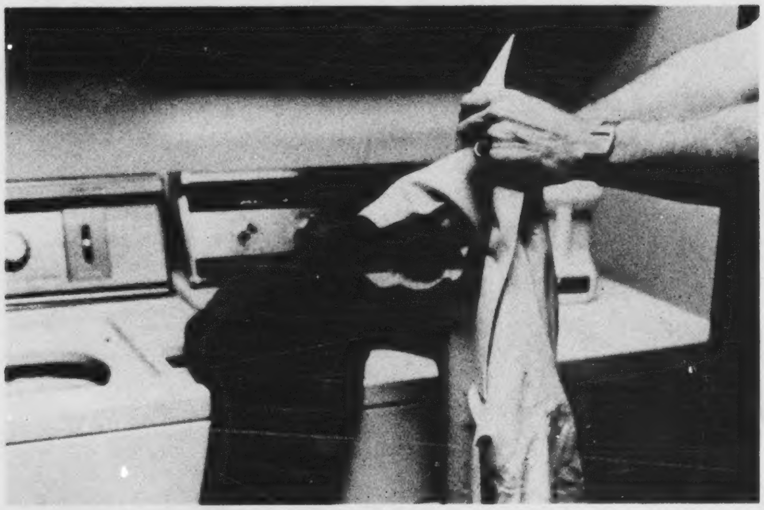
F. Turn inside out any items that need to be reversed for laundering (Figure 14)

FIGURE 14



G. Turn all other items right-side out (Figure 15)

FIGURE 15

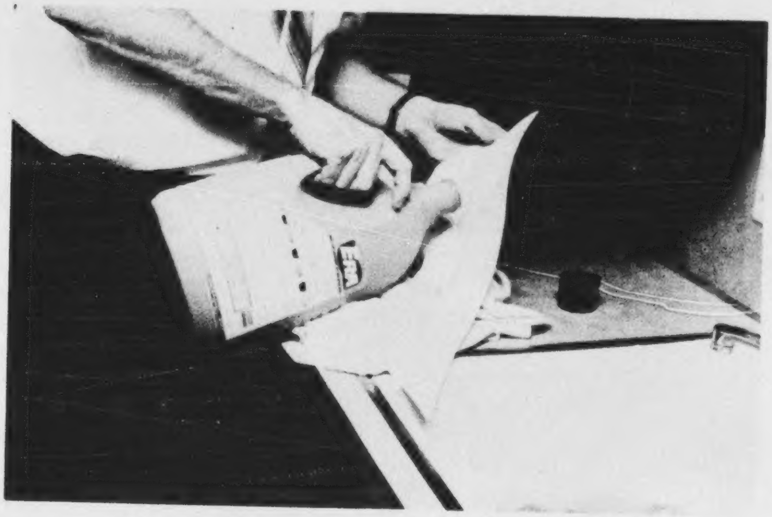


JOB SHEET #1

H. Pretreat any items that require pretreatment (Figures 16-18)

1. Treat lightly soiled and stained areas with liquid detergent, bar soap, spray-type pretreatment solution, or a paste made from powdered detergent and water

FIGURE 16

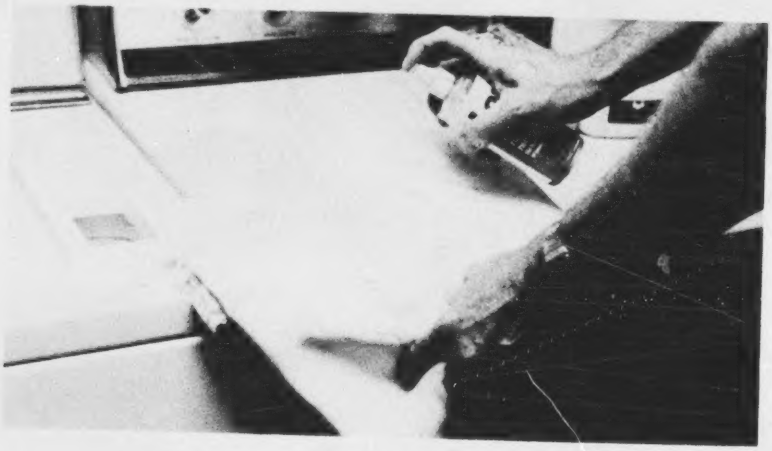


2. Treat special, non-water soluble stains with a dry-cleaning solvent

(NOTE: Check colorfastness of material.)

(CAUTION: THOROUGHLY RINSE OUT SOLVENT BEFORE PLACING GARMENT IN WASHING MACHINE.)

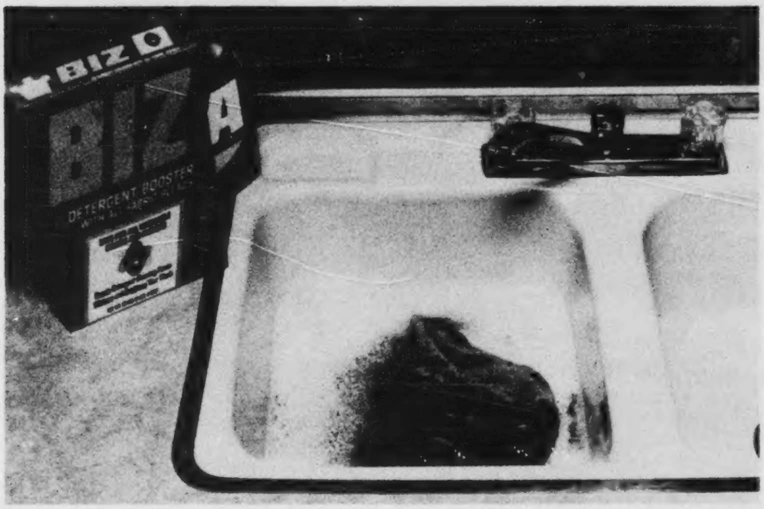
FIGURE 17



JOB SHEET #1

3. Treat heavily soiled items by presoaking in presoak product or laundry detergent

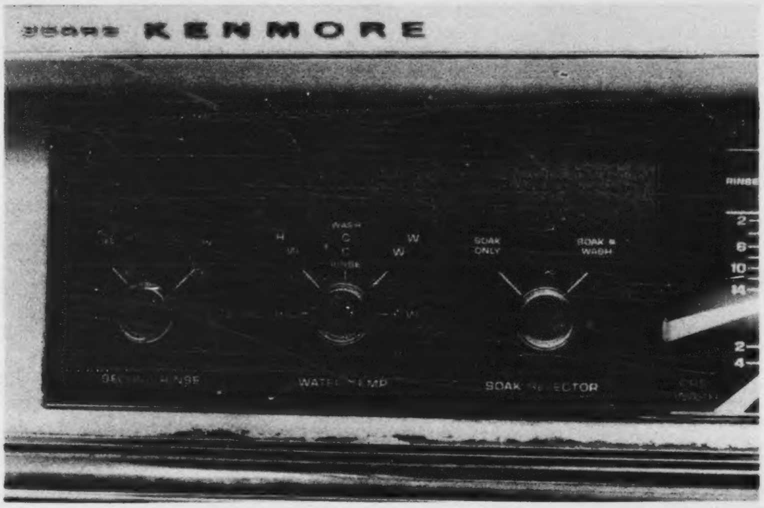
FIGURE 18


BIZ
BIZ
DETERGENT BOOSTER

I. Select water temperature (Figure 19)

(NOTE: Temperature depends upon load.)

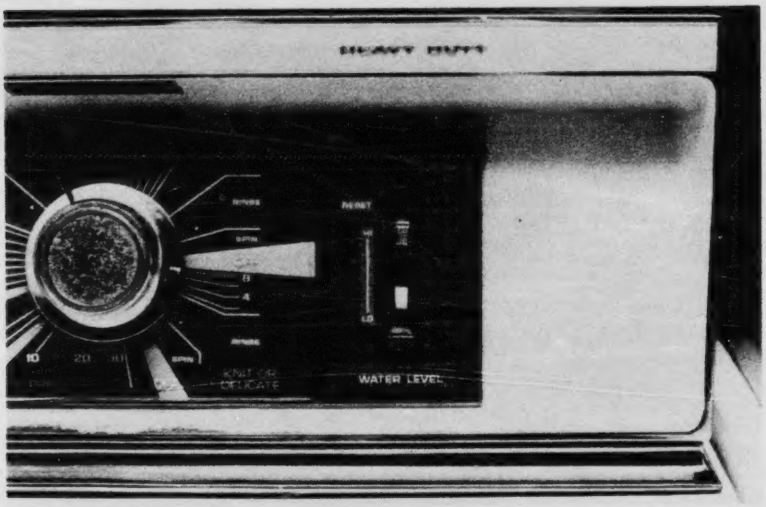
FIGURE 19


SEARS KENMORE
WASH
H
C
W
C
W
W
RINSE
SOAK ONLY
SOAK & WASH
RINSE
2
6
10
14
2
4
WATER TEMP
SOAK SELECTOR

JOB SHEET #1

J. Select water level for size of load (Figure 20)

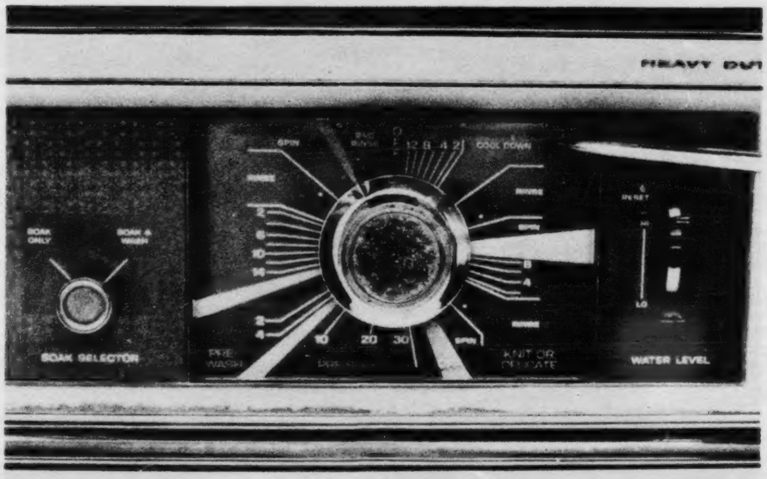
FIGURE 20


RINSE
SPIN
8
4
RINSE
10
20
30
SPIN
KNIT OR DELICATE
RESET
HI
LO
WATER LEVEL

K. Select correct wash cycle for type of load (Figure 21)

(NOTE: Select normal, permanent-press, or delicate cycle, depending on load.)

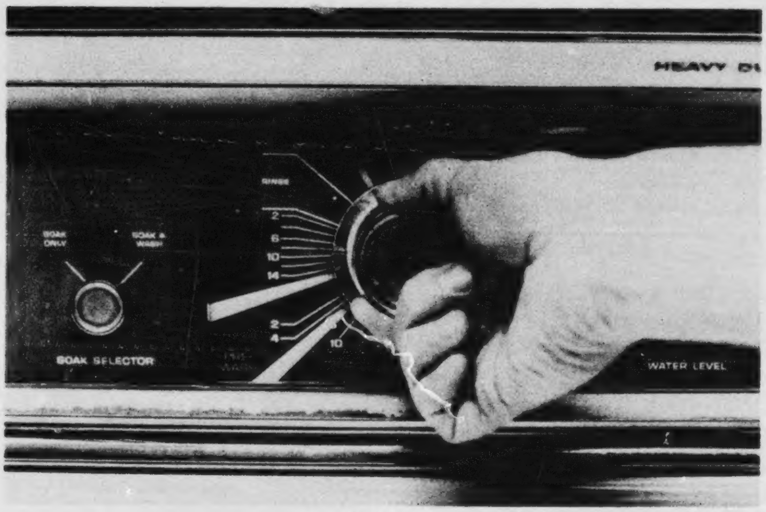
FIGURE 21


SOAK ONLY
SOAK & WASH
SOAK SELECTOR
SPIN
RINSE
COOL DOWN
RINSE
SPIN
8
4
RINSE
PRE-WASH
10
20
30
SPIN
KNIT OR DELICATE
RESET
HI
LO
WATER LEVEL

JOB SHEET #1

L. Set machine for proper wash time, and start the machine (Figure 22)

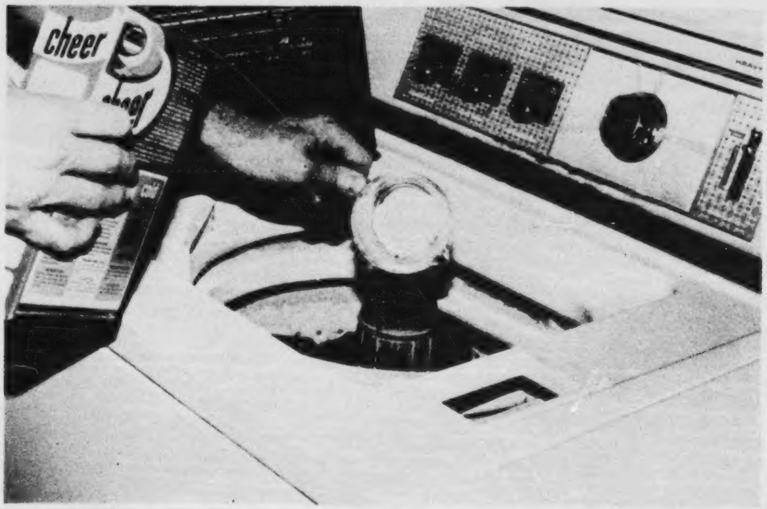
FIGURE 22


HEAVY D
RINSE
2
6
10
14
2
4
10
SOAK ONLY
SOAK & WASH
SOAK SELECTOR
WATER LEVEL

M. Add detergent (Figure 23)

(NOTE: Follow manufacturer's directions for amount of detergent.)

FIGURE 23

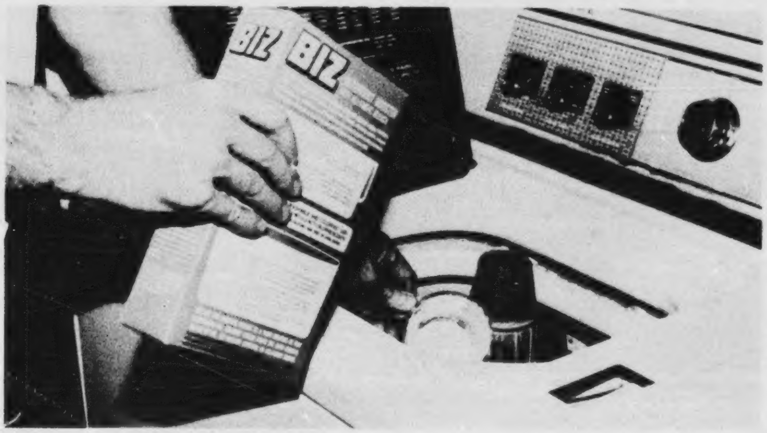


JOB SHEET #1

N. Add enzyme detergent booster (Figure 24)

(NOTE: Follow manufacturer's directions for amount of booster and time to add to washing solution. This step may be omitted depending upon supervisor's or employer's guidelines.)

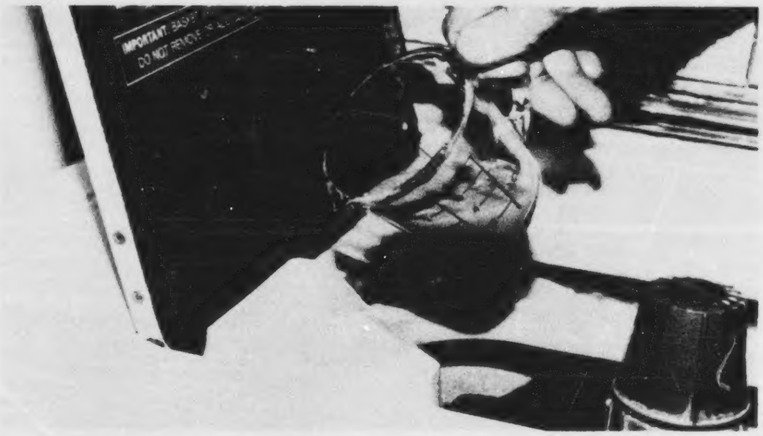
FIGURE 24



O. Add fabric softener to dispenser (Figure 25)

(NOTE: Fabric softener may be omitted or will be added directly to rinse cycle. This step may be omitted depending upon supervisor's or employer's guidelines.)

FIGURE 25



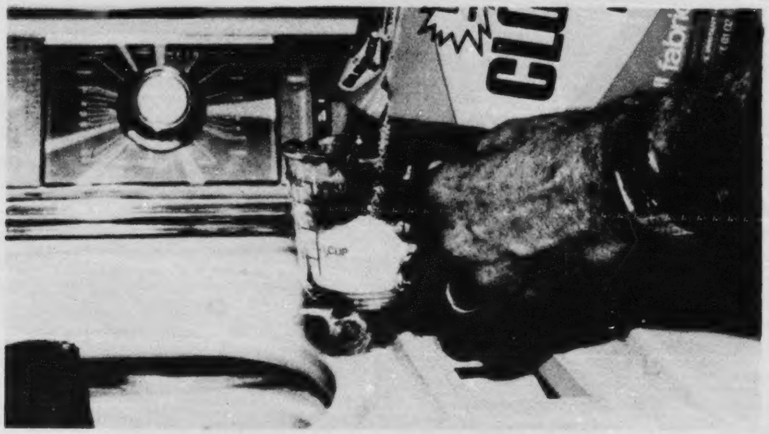
JOB SHEET #1

P. Add bleach to dispenser or to washing solution (Figure 26)

(NOTE: Follow manufacturer's directions carefully for mixing and adding bleach to washing solution. This step may be omitted depending upon supervisor's or employer's guidelines.)

(CAUTION: BLEACH SHOULD NOT BE ADDED TO ENZYME DETERGENT BOOSTER.)

FIGURE 26

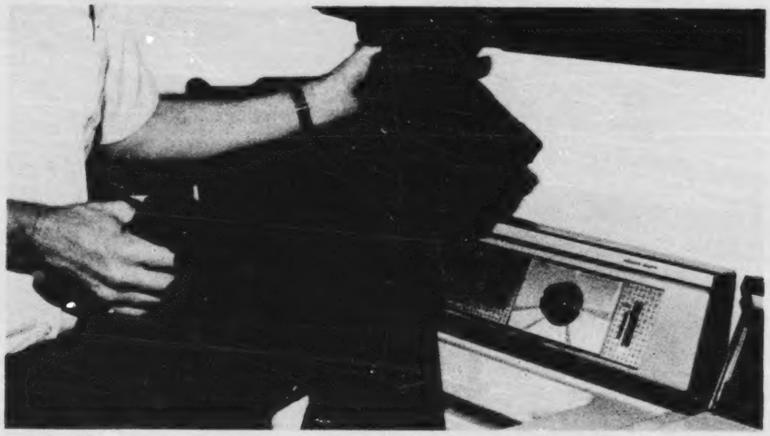


Q. Shake out and load clothes (Figure 27)

(NOTE: Do not wrap clothes around agitator. Place clothes in several piles evenly around agitator.)

(CAUTION: STOP AGITATOR IF IT HAS STARTED; RESTART AFTER LOADING IS COMPLETED.)

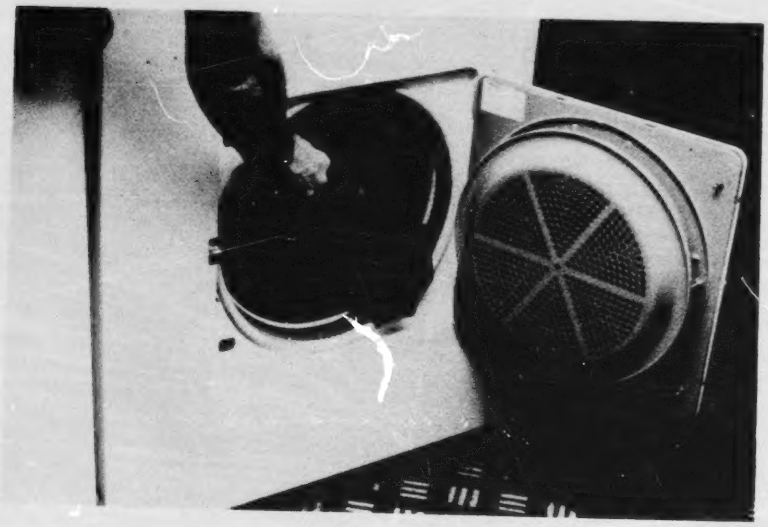
FIGURE 27



JOB SHEET #1

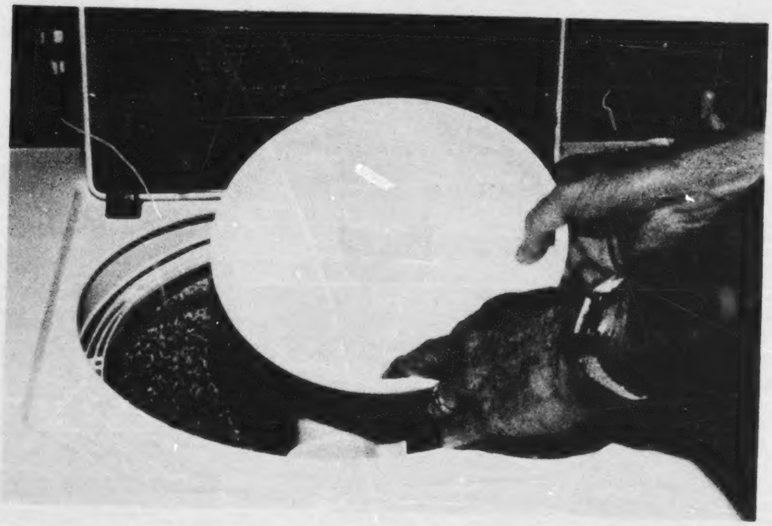
R. Remove clothes from washer after completion of cycle and place in dryer (Figure 28)

FIGURE 28



S. Check and clean lint filter on washer (Figure 29)

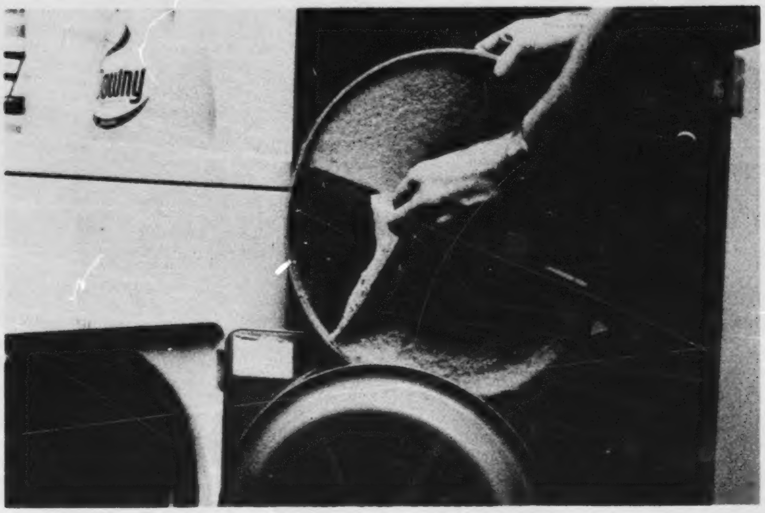
FIGURE 29



JOB SHEET #1

T. Check and clean lint filter on dryer (Figure 30)

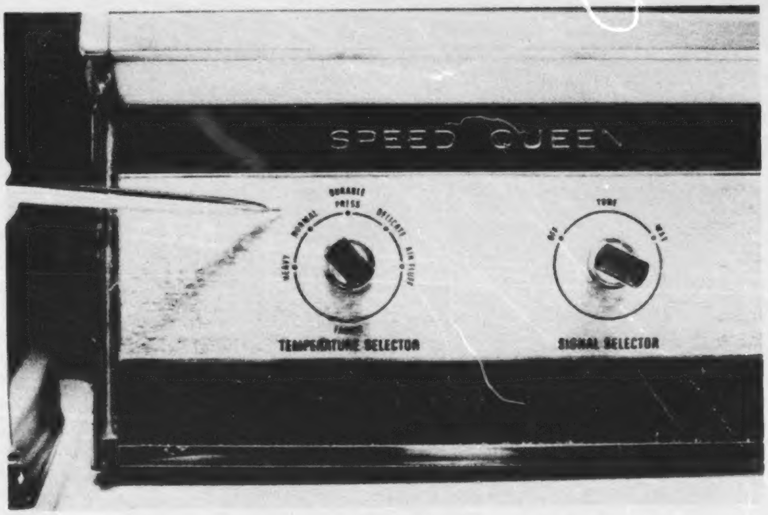
FIGURE 30



U. Select appropriate drying temperature and time length (Figure 31)

(NOTE: Select normal, permanent-press, or air only depending upon load.)

FIGURE 31

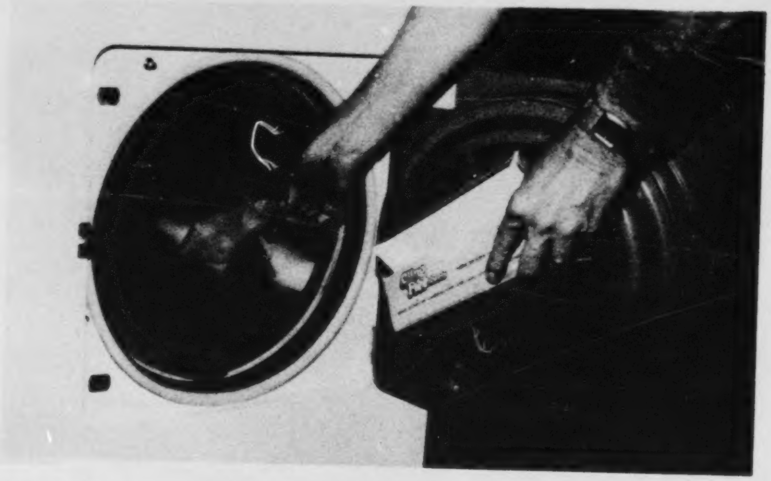

SPEED QUEEN
DURABLE PRESS
NORMAL
DELICATE
HEAVY
AIR FLUFF
FABRIC
TEMPERATURE SELECTOR
OFF
TONE
MAX
SIGNAL SELECTOR

JOB SHEET #1

V. Add fabric softener sheets to dryer (Figure 32)

(NOTE: This step may be omitted depending upon supervisor's or employer's guidelines.)

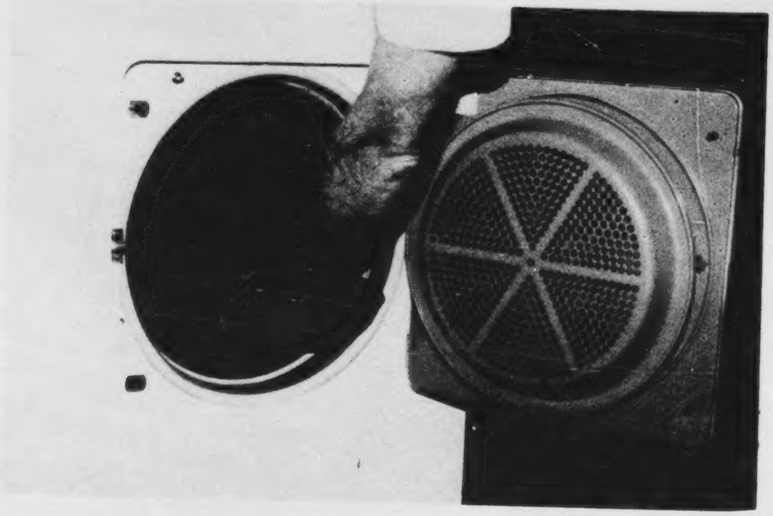
FIGURE 32



W. Remove clothes from dryer after dry, or after completion of drying cycle (Figure 33)

(NOTE: Wash-and-wear clothing should be removed from dryer immediately after it stops tumbling to prevent wrinkling.)

FIGURE 33

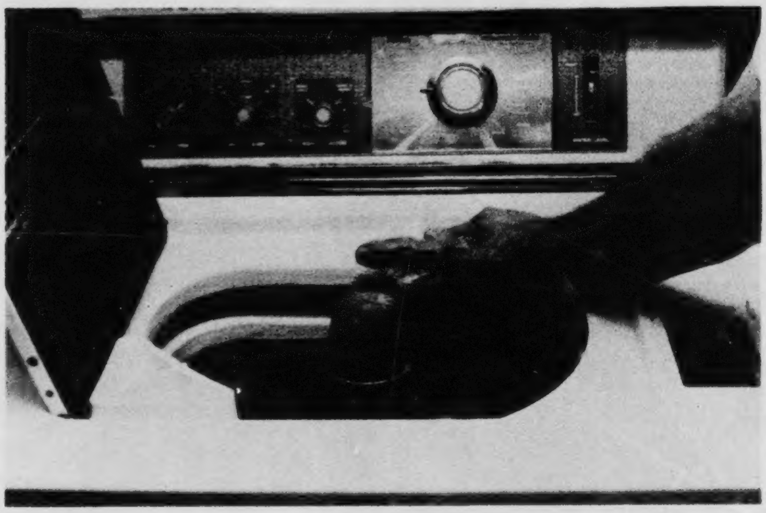


JOB SHEET #1

X. Clean inside and outside of washing machine (Figure 34)

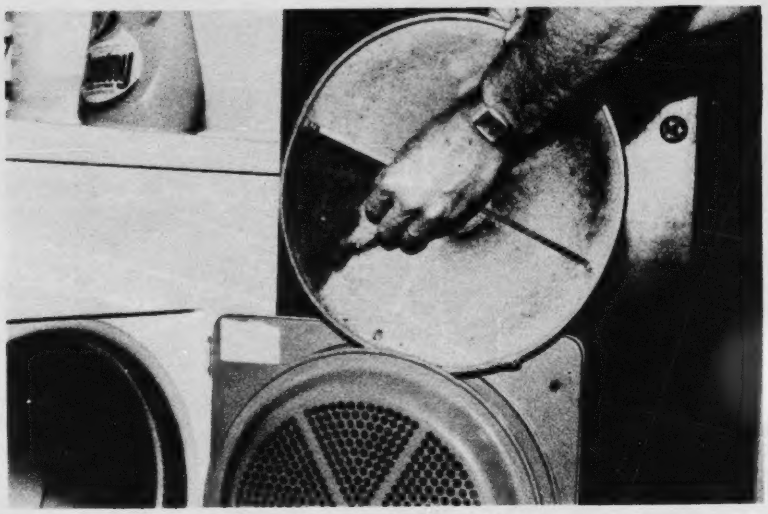
(NOTE: Damp wipe washing machine with washing cloth.)

FIGURE 34



Y. Clean dryer filter (Figure 35)

FIGURE 35

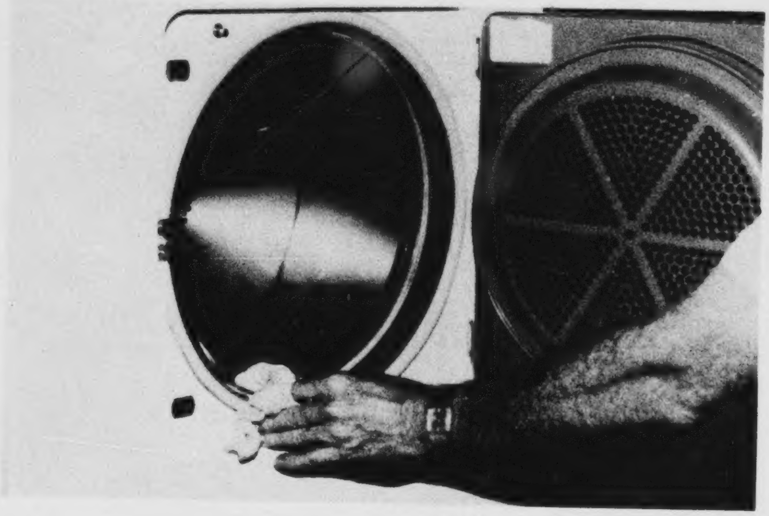


JOB SHEET #1

Z. Damp wipe outside of dryer with washing cloth (Figure 36)

(NOTE: Damp wipe dryer door and door gasket.)

FIGURE 36



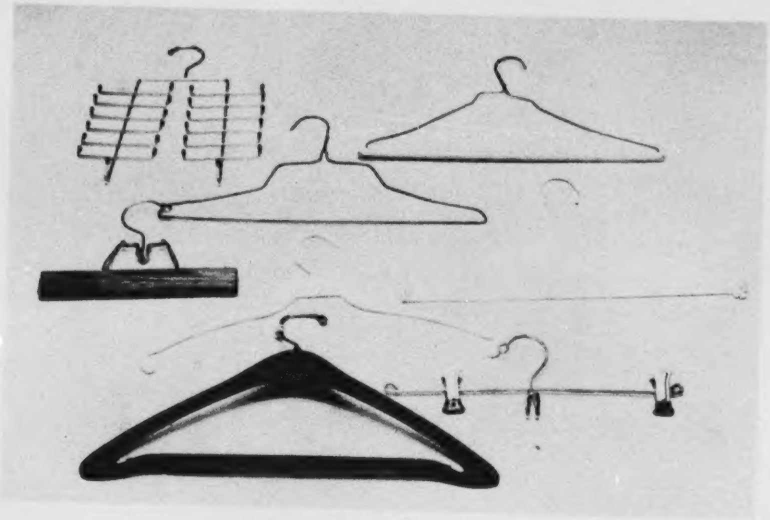
CLOTHING CARE: WASHING AND DRYING
UNIT V

JOB SHEET #2--SORT AND FOLD CLEAN, DRY LAUNDRY

I. Equipment and supplies

- A. Clean, dry laundry
- B. Folding surface (table or bed)
- C. Clothes hangers (Figure 37)

FIGURE 37

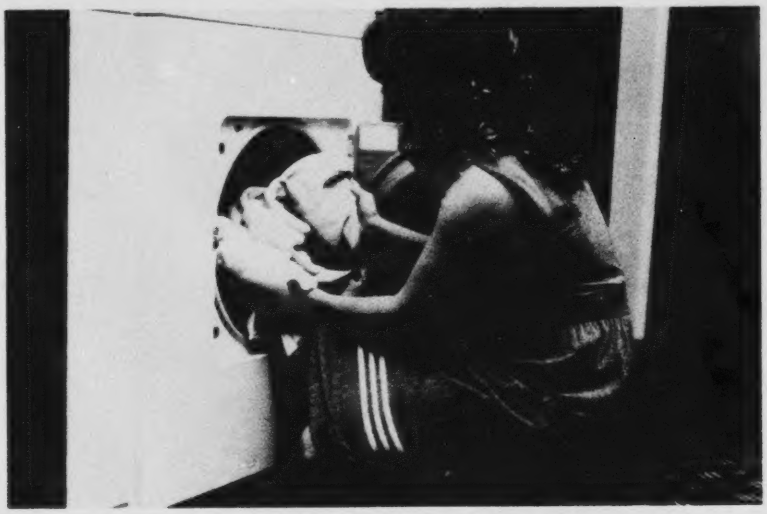


JOB SHEET #2

II. Procedure

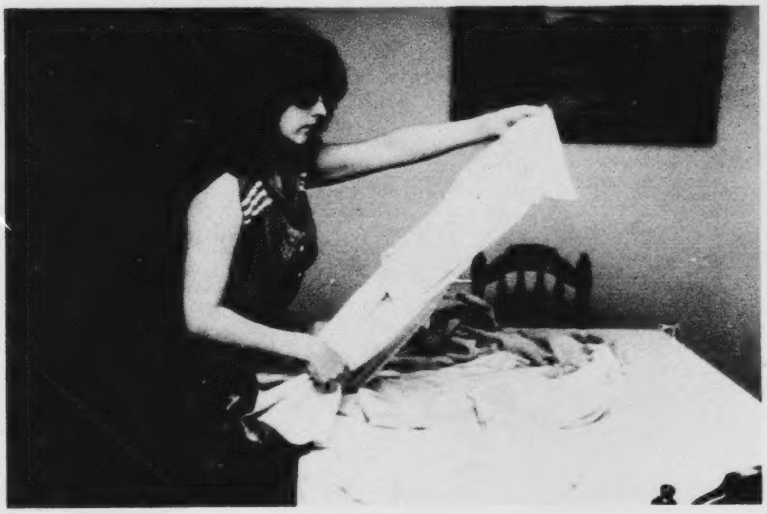
A. Remove dry laundry from dryer and place on table or bed (Figure 38)

FIGURE 38



B. Separate items that are to be folded from items that are to be hung up (Figure 39)

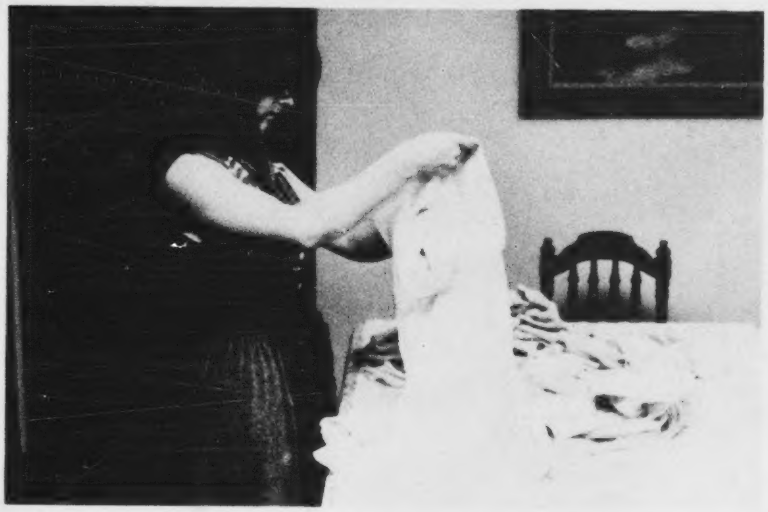
FIGURE 39



JOB SHEET #2

C. Turn right-side out any items that have been reversed (Figure 40)

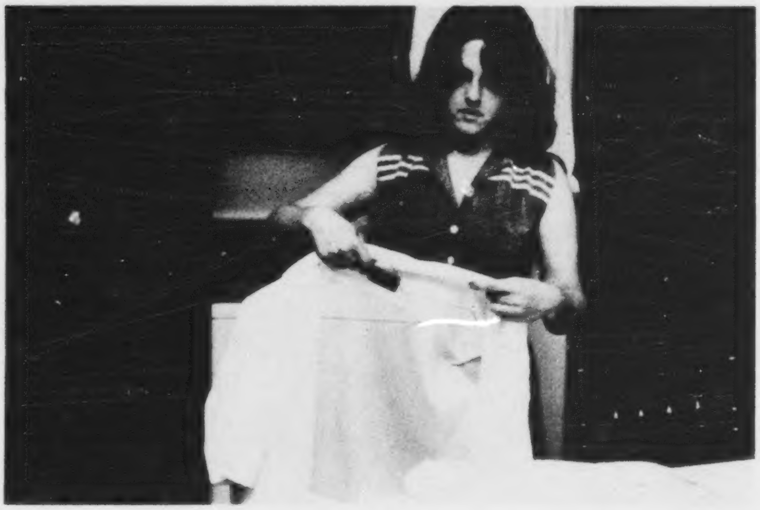
FIGURE 40



D. Place on hangers items that are to be hung up, and hang in closet (Figure 41)

(NOTE: Button top button on shirts, blouses, and dresses with shirt fronts.)

FIGURE 41

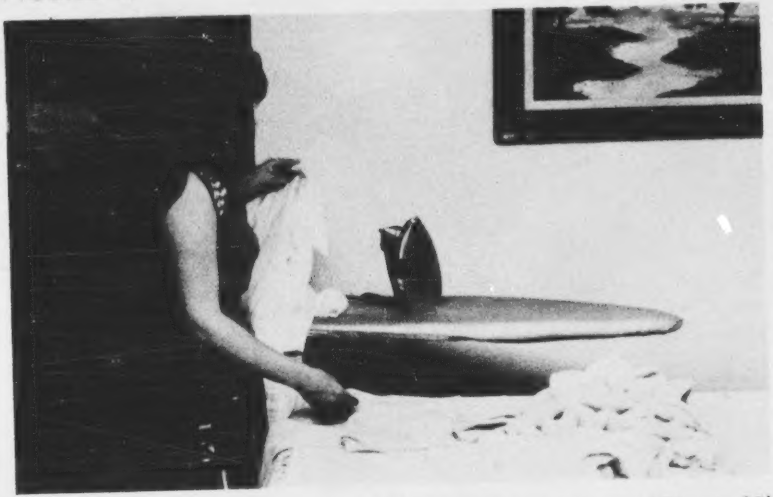


JOB SHEET #2

E. Group items that are to be ironed together (Figure 42)

(NOTE: Place in ironing basket if available.)

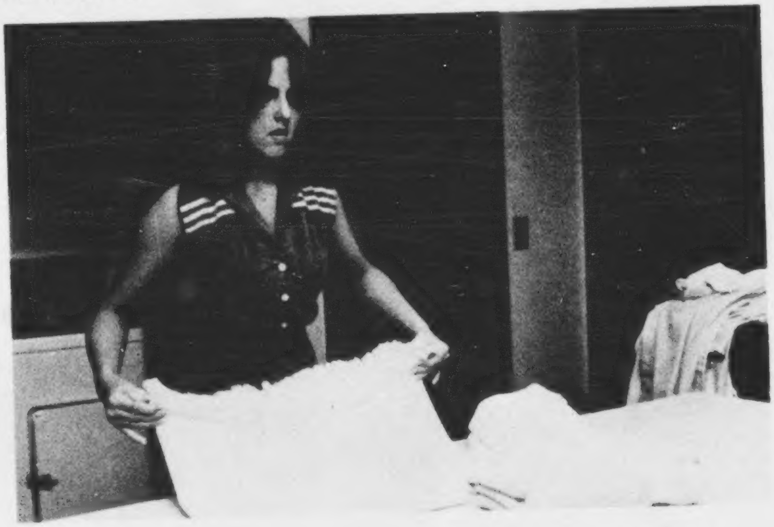
FIGURE 42



F. Fold flat pieces to a size which fits the storage area (Figure 43)

(NOTE: Flat items are usually folded lengthwise and then crosswise.)

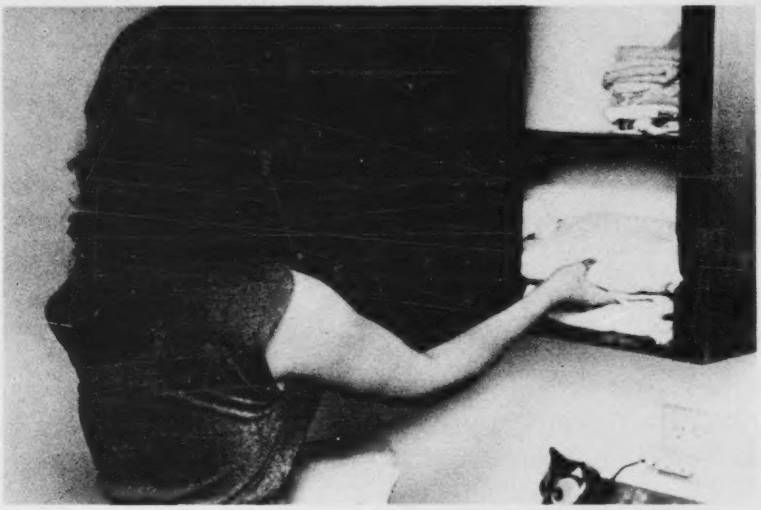
FIGURE 43



JOB SHEET #2

G. Store folded items in proper drawers or shelves (Figure 44)

FIGURE 44



CLOTHING CARE: WASHING AND DRYING
UNIT V

JOB SHEET #3--COMPLETE HAND-WASHING STEPS

(NOTE: Some garments are made of delicate fabrics such as silk, sheer nylon, lace, or wool. These items should not be washed in a machine. Washing garments by hand is also a good idea if the item will fade or is not colorfast and is apt to cause other garments in the same water to pick up the dye color.)

I. Equipment

  A. Soiled garment(s)

  B. Cleaning products

  C. Clean tub or sink

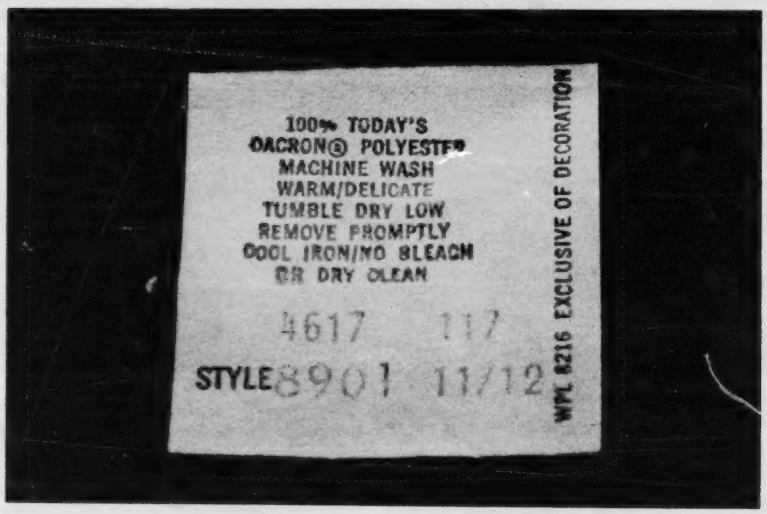
  D. Towel

  E. Non-rust clothes hanger

II. Procedure

  A. Read garment's care label for special washing instructions and warnings (Figure 45)

FIGURE 45



100% TODAY'S
DACRON® POLYESTER
MACHINE WASH
WARM/DELICATE
TUMBLE DRY LOW
REMOVE PROMPTLY
COOL IRON/NO BLEACH
OR DRY CLEAN

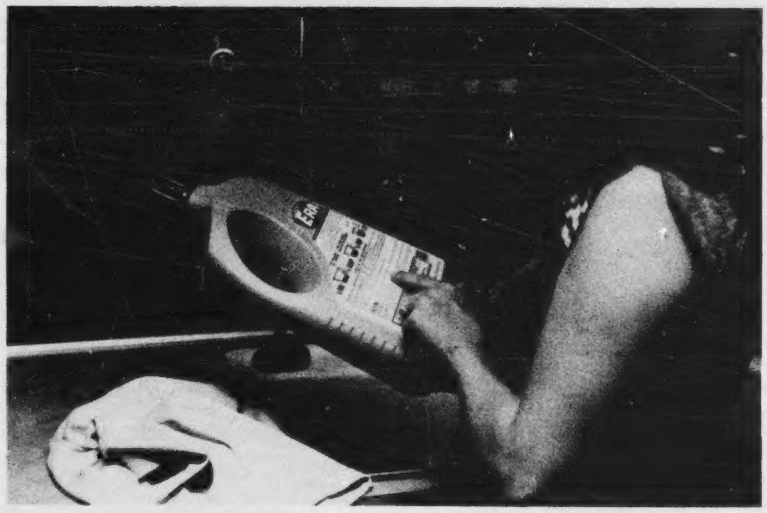
4617 117
STYLE 8901 11/12

WPL 8216 EXCLUSIVE OF DECORATION

JOB SHEET #3

B. Select proper cleaning product or a soap that is safe for use on the garment (Figure 46)

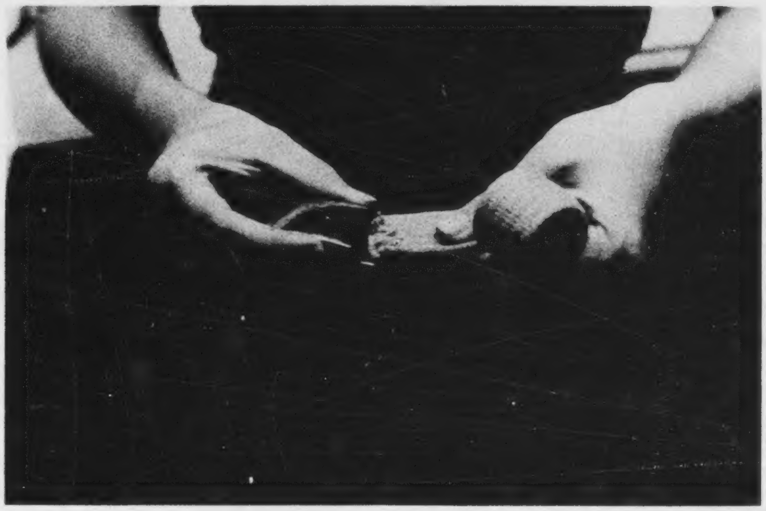
FIGURE 46



C. Remove any nonwashable trims or buttons (Figure 47)

EXAMPLES: Leather, suede, or wood buttons

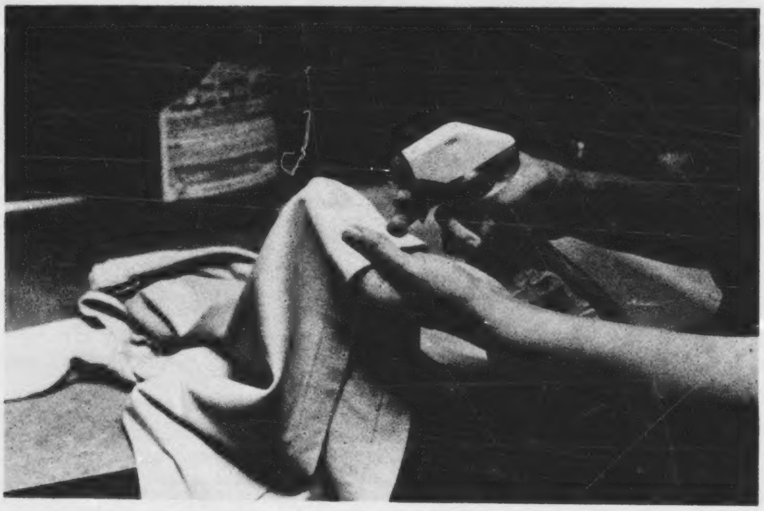
FIGURE 47



JOB SHEET #3

D. Pretreat any bad stains or soils with a mild product safe for this purpose (Figure 48)

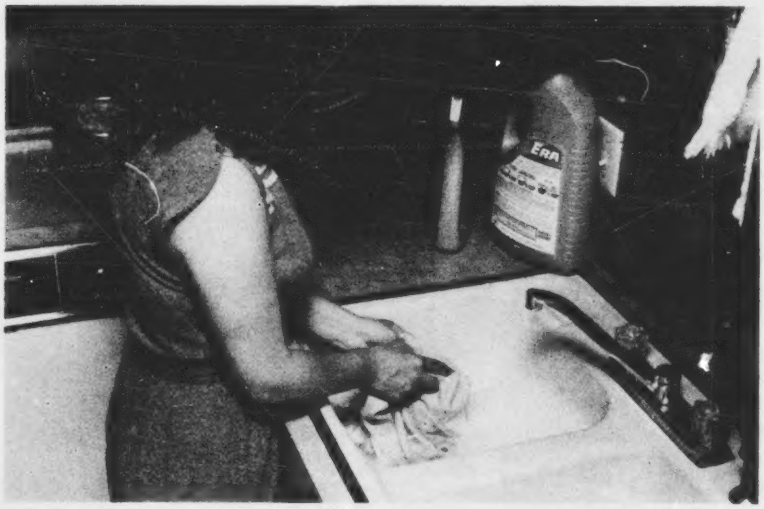
FIGURE 48



E. Wash garment in a clean tub or sink (Figure 49)

(NOTE: Be sure to use the correct water temperature for fabric and cleaning product.)

FIGURE 49

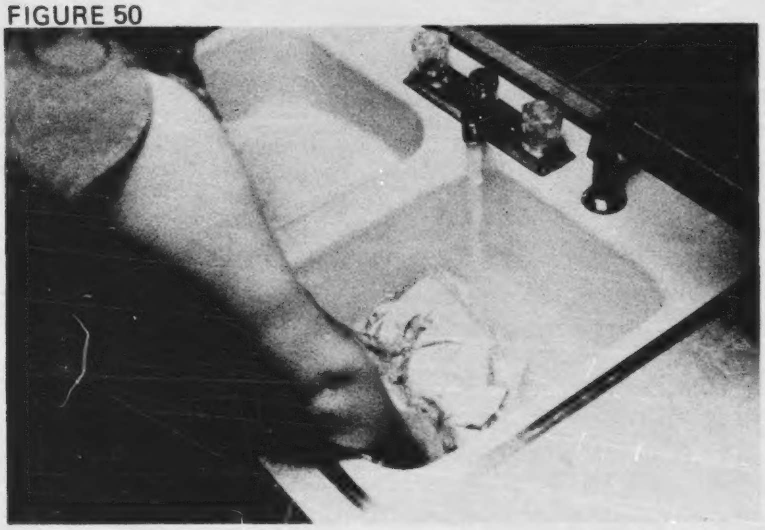


JOB SHEET #3

F. Rinse garment thoroughly (Figure 50)

(CAUTION: DO NOT TWIST OR WRING THE GARMENT, ESPECIALLY IF THE CARE LABEL WARNS AGAINST THIS.)

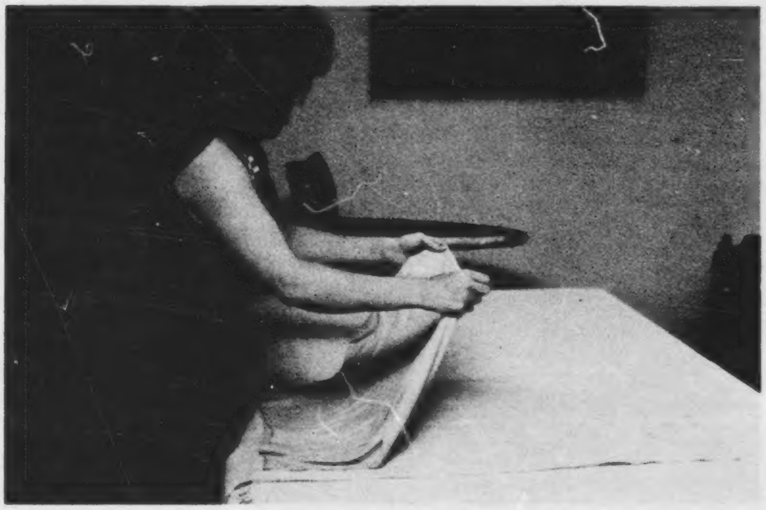
FIGURE 50



G. Dry the garment using one of the following methods (Figures 51-53)

1. Lay it flat on a thick, absorbent towel

FIGURE 51

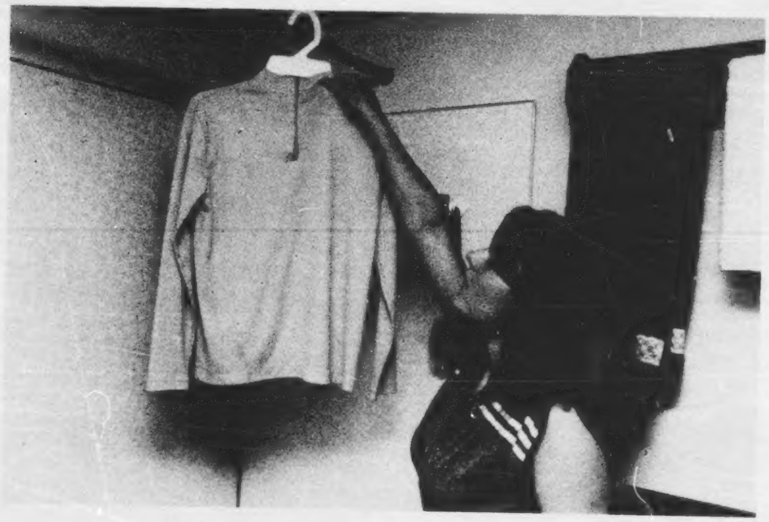


JOB SHEET #3

2. Hang it on a non-rust hanger over a bathtub or shower to catch drips

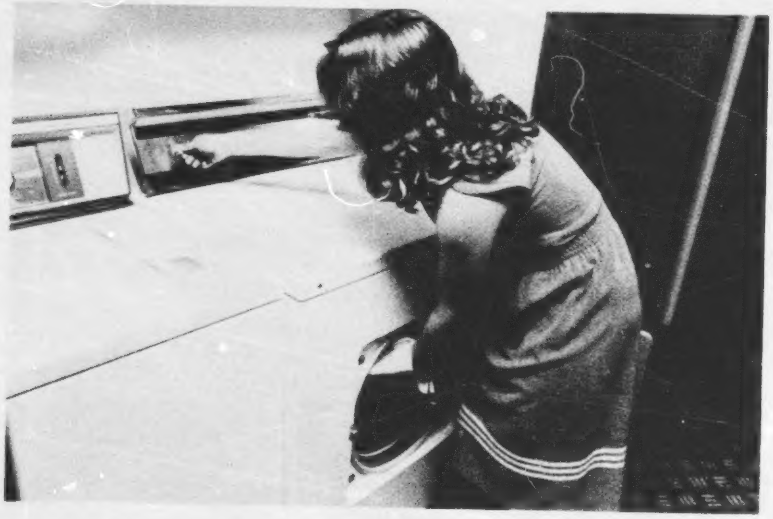
   (NOTE: Inflatable hangers are available for this purpose.)

FIGURE 52



3. Tumble dry gently in dryer at low heat if the care label suggests this method

FIGURE 53



CLOTHING CARE: WASHING AND DRYING
UNIT V

JOB SHEET #4--FOLD A FITTED BED SHEET

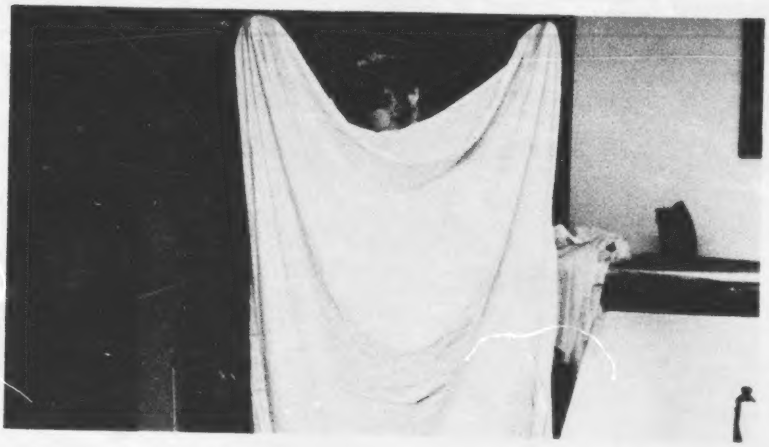
I. Supplies--Fitted bed sheet

II. Procedure

A. Arrange sheet lengthwise and inside out (Figure 54)

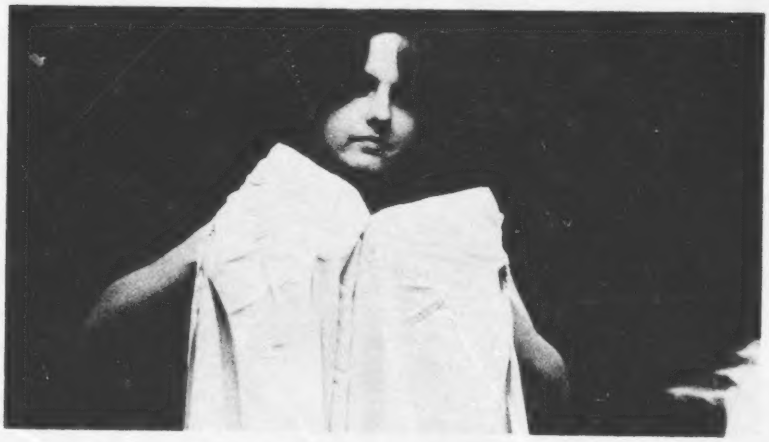
(NOTE: Put your hands inside the upper corners.)

FIGURE 54



B. Bring the two corners together (Figure 55)

FIGURE 55

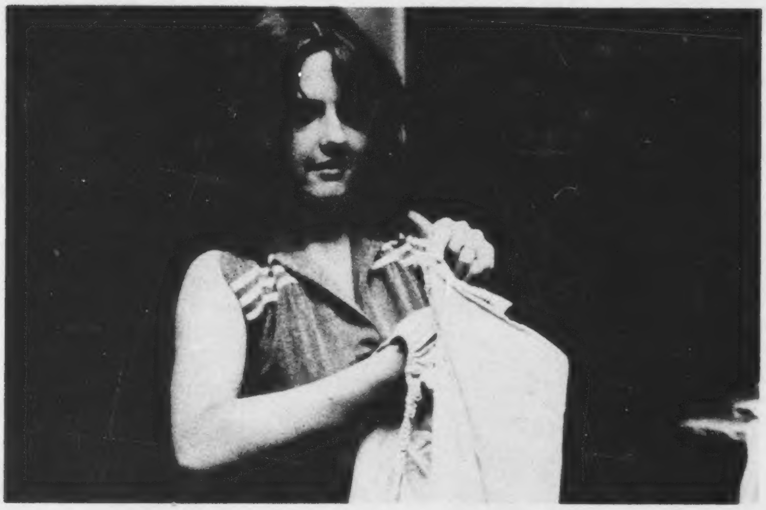


JOB SHEET #4

C. Turn left corner right-side out over right corner (Figure 56)

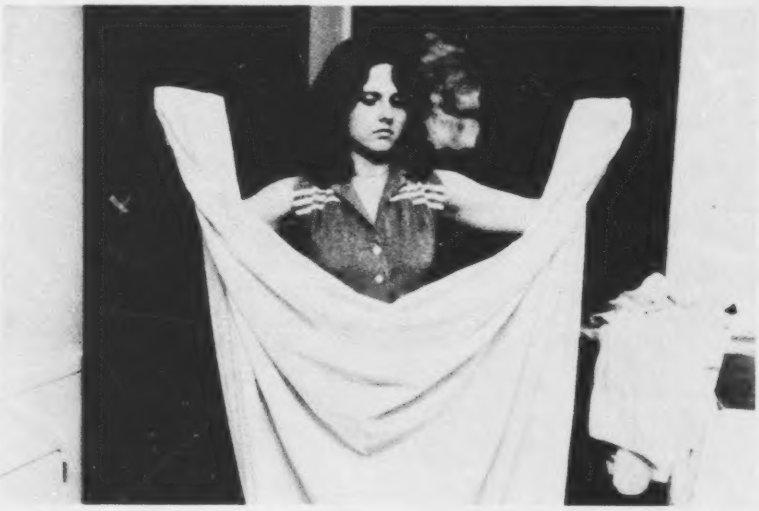
(NOTE: This step fits the two corners together smoothly.)

FIGURE 56



D. Reverse ends and put your hands inside lower corners (Figure 57)

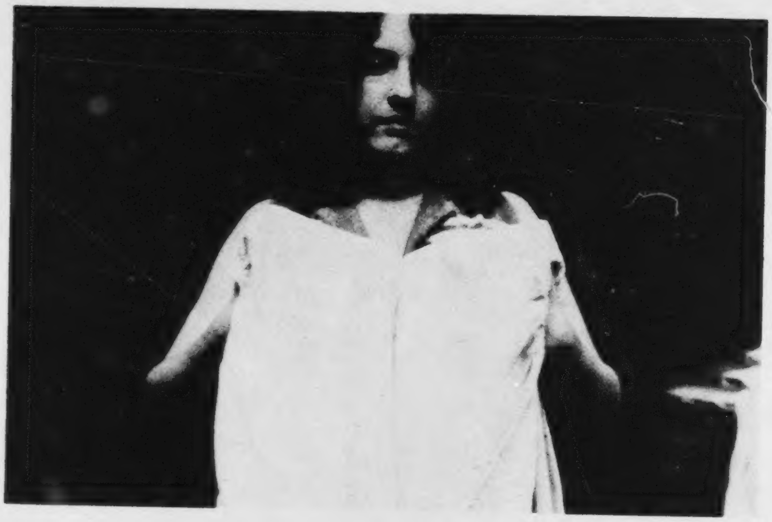
FIGURE 57



JOB SHEET #4

E. Bring lower corners together (Figure 58)

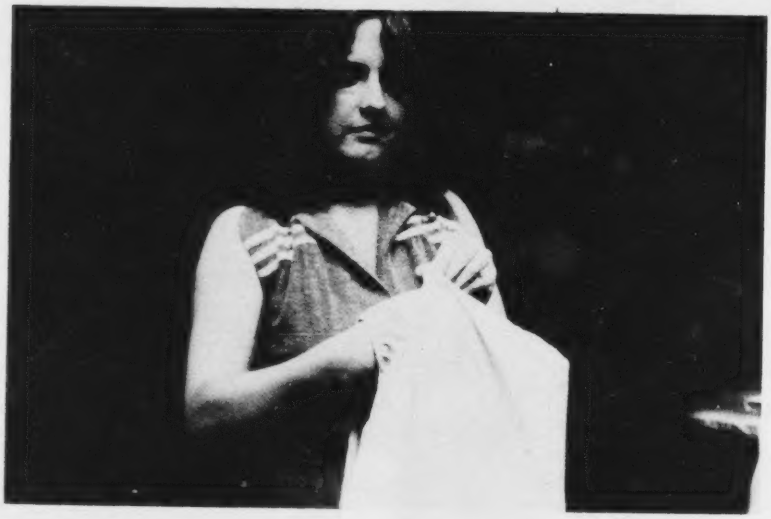
FIGURE 58



F. Turn left corner right-side out over right corner (Figure 59)

(NOTE: This step fits corners together smoothly.)

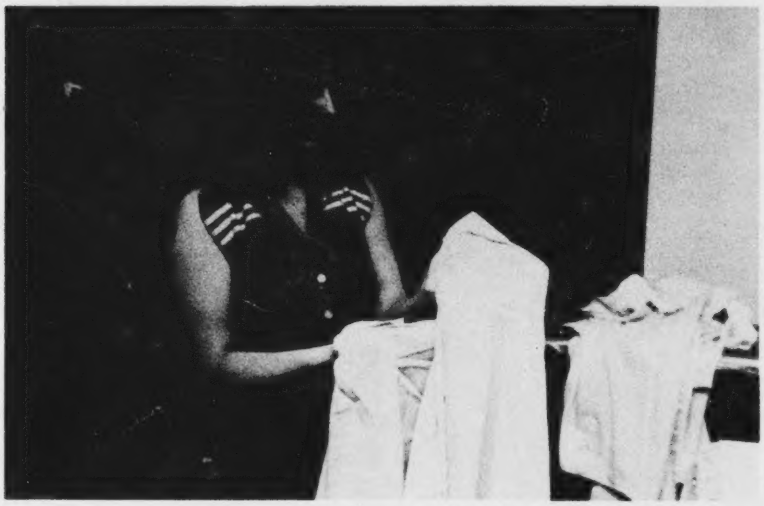
FIGURE 59



JOB SHEET #4

G. Bring lower corners and upper corners together and slip lower corners inside upper corners (Figure 60)

FIGURE 60



H. Fold sheet in thirds and/or halves until it is the right size for storing (Figures 61, 62, and 63)

FIGURE 61

JOB SHEET #4

FIGURE 62

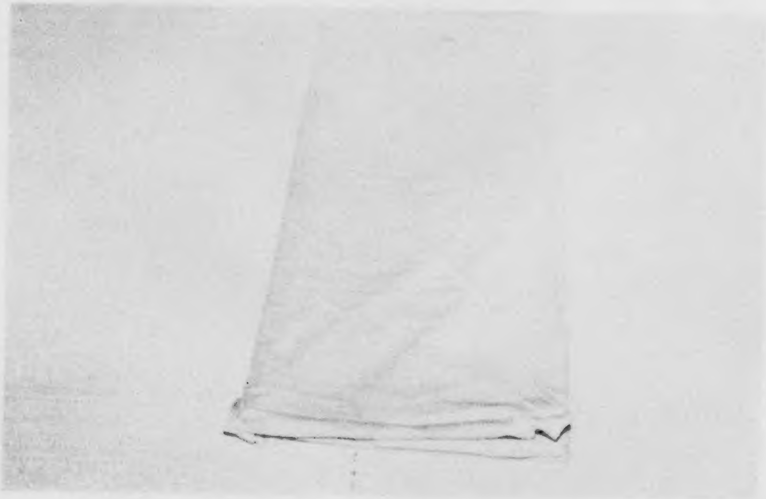
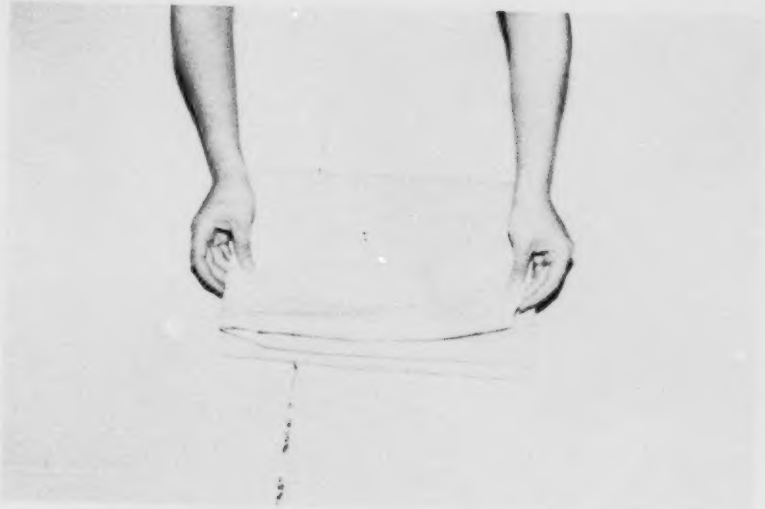


FIGURE 63



CLS - 731-B

CLOTHING CARE: WASHING AND DRYING
UNIT V

TEST

NAME ______________________________ SCORE ______________

1. Match terms associated with laundering to their correct definitions. Write the correct numbers in the blanks.

______a. Step taken before garment laundering to treat heavy soil or spots so that they will be removed during actual washing

______b. Device or apparatus for stirring or shaking

______c. Chemical element used in detergents that keeps water minerals in solution; prevents minerals from interfering with cleaning action

______d. Colors capable of being cleaned or washed without fading or "running"

______e. Water that contains many mineral grains; usually between 4 to 20 grains per gallon

______f. Items to be laundered that are light-colored or white, or colorfast articles with a white background

______g. Colors that fade or "run" during cleaning or washing

______h. Water that contains few mineral grains; usually between 0 to 3 grains per gallon

______i. Substance that speeds up a chemical reaction

______j. Capable of being decomposed (broken down) by bacteria

______k. Forming of little balls of fiber on fabric surface

______l. Soap that has combined with minerals in water and formed a film or crust

1. Agitator
2. Colorfast
3. Noncolorfast
4. Pretreating
5. Biodegradable
6. Hard water
7. Soap curd
8. Phosphate
9. Pilling
10. Enzyme
11. Whites
12. Soft water

TEST

2. Match laundry products to their correct definitions/descriptions. Write the correct numbers in the blanks.

______a. Powder, liquid, or cake laundry product used for sensitive colors, synthetics, and light soils

______b. Blue liquid or powder added to laundry solutions to prevent white fabrics from yellowing

______c. Laundry product used to whiten clothes, remove stains, and disinfect

______d. Mild cleaning product usually made by combining a strong alkali such as lye with animal fat

______e. Powder, liquid, or cake laundry product used for general laundry and normal soils

______f. Powder, liquid, or cake laundry product used for heavily soiled clothing and hot water washing

______g. Powder, liquid, or cake laundry product used for delicate clothes and light soils

______h. Product used to tie up hard water minerals so that they do not interfere with the detergent's cleaning action during the washing process

______i. Stiffener used to give added body to cottons, and to increase resistance to soiling

______j. Laundry product which helps give soft, smooth feeling to clothes, makes ironing easier, and prevents static electricity or clinging of clothes

1. Bleach
2. Bluing
3. Mild detergent
4. All-purpose/all-temperature detergent
5. Cold water detergent
6. Heavy-duty detergent
7. Soap
8. Starch
9. Fabric softener
10. Water softening agent

3. Distinguish between conditions that affect the selection and amount of laundry product. Write an "M" for conditions requiring more than recommended amount of laundry product, and an "L" for conditions requiring less than recommended amount.

______a. Very hard water

______b. Very light soil

______c. Large loads of clothes

______d. Small loads of clothes

TEST

______e. Very soft water

______f. Very dirty clothes

______g. Reduced water volume in washer

______h. Extra water volume in washer

4. Select from the following list reasons for washing clothes. Write an "X" in the blank before each correct answer.

______a. To set wrinkles

______b. To get clothes clean

______c. To keep clothes looking their best

______d. To shorten life of the garment

______e. To save money

______f. To make clothes look sloppy and unattractive

______g. To remove odors

______h. To soften new fabrics

5. Match specific machine laundry tasks to their basic operations. Write the correct tasks under each operation. Continued on the next page.

a. Preparation

1) ______________________________
____

2) ______________________________
____

3) ______________________________
____

b. Washing

1) ______________________________
____

2) ______________________________
____

3) ______________________________
____

1. Load clothes in machine
2. Fold, iron, and store
3. Select water temperature
4. Pretreat soiled areas
5. Select detergent and other laundry aids
6. Gather clothes for washing
7. Dry clothes
8. Sort clothes

TEST

c. After washing

1) ______________________________

____

2) ______________________________

____

6. Select from the following list steps for preparing clothes for washing. Write an "X" in the blank before each correct answer.

_____a. Roll up cuffs

_____b. Turn knits inside out to prevent excessive snagging

_____c. Remove care labels

_____d. Turn pleated or creased permanent press garments inside out to reduce pilling and wear at creases and edges

_____e. Leave hooks and zippers open

_____f. Leave pins and ornaments in place to add weight and save time

_____g. Investigate pockets for tissue paper and treasures

_____h. Shake out cuffs

_____i. Turn socks right-side out and pin together

_____j. Loosely knot together long belts, apron strings, or stockings so that they will not strangle and stretch each other

_____k. Mend all rips, tears, and snags

7. Select from the following list guidelines for sorting clothes for washing. Write an "X" in the blank before each correct answer.

_____a. Separate clothes that shed lint from those that do not shed lint

_____b. Wash all colors together

_____c. Balance wash load with heavy soiled clothes and slightly soiled clothes

_____d. Separate whites from colored clothes

_____e. Wash heavy blue cotton work clothes and blue permanent press together

_____f. Separate by fabric, fabric finish, and garment construction

TEST

8. Classify sorted laundry loads as to proper laundry temperatures. Write an "H" in the blanks before laundry loads requiring hot water, a "W" for laundry loads requiring warm water, and a "C" for laundry loads requiring cold water.

______a. Lightly soiled durable-press or wash-and-wear

______b. Sturdy whites and colorfast pastels

______c. Nylons, polyesters, acrylics

______d. Noncolorfast colors

______e. Very delicate colors and fabrics

______f. Washable silks and washable woolens

______g. Heavily soiled durable-press, wash-and-wear, and work clothes

______h. Very lightly soiled fabrics

9. Match pretreating before washing procedures to their correct definitions/descriptions. Write the correct numbers in the blanks.

______a. Rub medium and heavily soiled areas with a wet bar of white soap, liquid detergent, or a paste made of powdered detergent and water

______b. Treat difficult stains with proper products, and follow general rules for stain removal

______c. Soak heavily soiled, yellowed, or grayed fabrics in a solution of presoak product or laundry detergent and warm water

1. Presoak
2. Apply detergent or bar soap
3. Treat difficult stains

10. Select from the following list general rules for stain removal. Write an "X" in the blank before each correct answer.

______a. Work on a clean, well-lighted work surface

______b. On a colored garment, treat only the stain

______c. Test only if garment has never been laundered (washed)

______d. Launder garment after stain removal treatment to remove stain remover and stain

______e. Do not attempt to remove stain until after washing

______f. Read and follow package directions when using any stain removal product

______g. Treat stains from finished (right) side forcing stain through the fabric to the underside

TEST

11. Select from the following list types of bleach used in home laundering. Circle the number before each correct answer.

    a. Bleach may be purchased in which two forms?

    1) Paste
    2) Liquid
    3) Vapor
    4) Dry

    b. Bleach may be purchased in which two kinds?

    1) Chlorine
    2) Calcium
    3) Oxygen
    4) Magnesium

12. Select from the following list reasons for using bleach. Write an "X" in the blank before each correct answer.

_____a. Helps remove stains

_____b. Helps remove some soils

_____c. Darkens colors

_____d. Deodorizes

_____e. Increases sudsing

_____f. Helps set stains

_____g. Whitens

_____h. Improves wrinkles

_____i. Disinfects

13. Select from the following list suggested directions and cautions for using bleaches. Write an "X" in the blank before each correct answer.

_____a. Read and follow package label directions

_____b. Bleach entire item and not just stained area

_____c. Use chlorine bleach and enzyme detergents together for best results

_____d. Add bleach to wash water before adding clothes when possible

_____e. Bleach any fabric that can be washed

_____f. Test colored fabrics for bleach fastness

_____g. Never pour bleach directly on clothes

_____h. Test white fabrics for bleach fastness

_____i. Load clothes and then add bleach for best results

TEST

_____j. Do not use bleach on silks, woolens, mohair, and some types of spandex

_____k. Pour bleach directly onto clothes if they are wet

_____l. Measure recommended amounts carefully

_____m. Dilute liquid chlorine bleach with one quart of water before adding to a load of clothes agitating in washer

_____n. Never mix chlorine bleach with ammonia or acids such as vinegar and/or rust remover

14. Select from the following list general pointers for hand laundering. Write an "X" in the blank before each correct answer.

_____a. Select laundry product

_____b. Wash all hand wash items together

_____c. Rinse fabric only once to leave some suds in the fabric for the next washing

_____d. Sort items by color

_____e. Dry all items in dryer

_____f. Match agitation and handling procedure to fabric type and kind

_____g. Scrub all hand wash items with a hand scrub brush

_____h. Check for stains and heavily soiled areas

15. Select from the following list tips for laundering special items by hand or machine. Write an "X" in the blank before each correct answer.

a. Wool sweaters

_____1) Dry in dryer at high temperature

_____2) Lay on clean paper, and draw a pencil outline before washing

_____3) Rub vigorously any spots or stains

_____4) Place on paper to dry; use outline as guide to maintain original shape

_____5) Block (reshape) occasionally during drying to keep shape same as outline

TEST

b. Cloth dress gloves

______1) Put on hands and rub detergent into palms and fingertips, making a good lather

______2) Use washer and hot water for best results

______3) Dry in dryer at high temperature

______4) Rinse thoroughly and roll in clean towel to absorb excess moisture

______5) Smooth to natural shape

c. Hosiery

______1) Wash alone in machine

______2) Apply small amount of detergent and rub stained or soiled heels and toes together

______3) Use a drawstring or zippered mesh bag to minimize snagging during machine washing

______4) Use a small scrub brush on heels and toes

d. Slips, underwear, lingerie

______1) Machine wash for best results

______2) Should only be washed in cold water

______3) Require less detergent than other items of clothing

______4) Rub detergent into soiled areas for hand washing

______5) Require a more thorough detergent wash than soil condition indicates

______6) Hand wash for best results

16. Match common laundry problems to their causes. Write the correct numbers in the blanks. Continued on the next page.

______a.
1) Overuse of bleach
2) Not diluting bleach
3) Using item to wipe up spills
4) Rough spots in washer or dryer
5) Sagging by belt buckles, zippers, or hooks

______b.
1) Incomplete rinsing of soap or detergent from fabric
2) Carbonate buildup from using a non-phosphate detergent

1. Stiffness

2. Torn clothes

TEST

______c. 1) Not enough detergent
2) Using soap in hard water
3) Wash water temperature not hot enough
4) Overloaded washer

______d. 1) Dyes that are not colorfast
2) Overbleaching
3) Rubbing action on painted-on designs

______e. 1) Incomplete removal of body oil
2) Iron minerals in water
3) Use of bleach on sensitive fabrics such as spandex, some nylons, and some acetates

______f. 1) Bleach damage
2) Use of non-phosphate detergent of the carbonate type
3) Water not hot enough

3. Yellowed fabric
4. Color loss or damage
5. White streaks on fabric
6. Grayed fabric

17. Select from the following list basic rules for using an automatic washer. Write an "X" in the blank before each correct answer.

______a. Load washer tightly to obtain better cleaning action

______b. Clean lint filter once a week

______c. Never put your hand into tub before it stops spinning

______d. Close lid after each use to keep tub moist

______e. Keep washer clean

______f. Never launder rags or clothes used with flammable liquids

______g. Load clothes wet and in random order

18. Name three methods of drying clothes.

a. ______________________________

b. ______________________________

c. ______________________________

19. Select from the following list basic rules for using a dryer. Write an "X" in the blank before each correct answer.

______a. Do not machine dry foam rubber or plastics

______b. Use large loads because they dry faster

TEST

_____c. Dry items of similar weight and construction together to avoid overdrying or underdrying

_____d. Never machine dry items containing flammable liquids, solids, or cleaning solvents

_____e. Clean lint filter once a week

_____f. Dry fiberglass fabrics with bath towels

_____g. Allow clothes to cool before removing from dryer

(NOTE: Test questions 20-26 are the assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

20. Read label information for laundry products used in clothing care.
21. Prepare clothing for laundering.
22. Sort laundry into loads.
23. Remove stains from fabric.
24. Match type of bleach to garment and fabric type.
25. Make a bleach-fastness test using liquid chlorine bleach.
26. Demonstrate the ability to
    a. Operate an automatic washing machine and clothes dryer.
    b. Sort and fold clean, dry laundry.
    c. Complete hand-washing steps.
    d. Fold a fitted bed sheet.

CLOTHING CARE: WASHING AND DRYING
UNIT V

ANSWERS TO TEST

1. a. 4
   b. 1
   c. 8
   d. 2
   e. 6
   f. 11
   g. 3
   h. 12
   i. 10
   j. 5
   k. 9
   l. 7

2. a. 5
   b. 2
   c. 1
   d. 7
   e. 4
   f. 6
   g. 3
   h. 10
   i. 8
   j. 9

3. a. M
   b. L
   c. M
   d. L
   e. L
   f. M
   g. L
   h. M

4. b, c, g, h

5. a. Preparation
      1) Gather clothes for washing
      2) Sort clothes
      3) Pretreat soiled areas
   b. Washing
      1) Load clothes in machine
      2) Select water temperature
      3) Select detergent and other laundry aids
   c. After washing
      1) Dry clothes
      2) Fold, iron, and store

ANSWERS TO TEST

6. b, d, g, h, i, j, k

7. a, d, f

8. a. W e. C
b. H f. C
c. W g. H
d. W h. C

9. a. 2
b. 3
c. 1

10. a, d, f

11. a. 2, 4
b. 1, 3

12. a, b, d, g, i

13. a, b, d, f, g, j, l, m, n

14. a, d, f, h

15. a. 2, 4, 5
b. 1, 4, 5
c. 2, 3
d. 1, 4, 5

16. a. 2 d. 4
b. 1 e. 3
c. 6 f. 5

ANSWERS TO TEST

17. c, e, f

18. a. Line drying
    b. Machine drying
    c. Flat drying

19. a, c, d

20. Evaluated to the satisfaction of the instructor
21. Evaluated to the satisfaction of the instructor
22. Evaluated to the satisfaction of the instructor
23. Evaluated to the satisfaction of the instructor
24. Evaluated to the satisfaction of the instructor
25. Evaluated to the satisfaction of the instructor
26. Performance skills evaluated to the satisfaction of the instructor

CLOTHING CARE: IRONING
UNIT VI

UNIT OBJECTIVE

After completing this unit, the student should be able to identify parts of a steam iron and select proper techniques for iron care and use, ways to improve ironing time and motion, and hints to improve ironing results. The student should also be able to iron an item of clothing, using proper ironing techniques and procedures. This knowledge will be shown by completing assignment sheet, job sheets, and unit test with a minimum score of 85 percent.

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match ironing terms to their correct definitions.
2. Identify parts of a steam and dry iron.
3. Name factors that affect ironing and pressing.
4. Describe a well-pressed or ironed garment.
5. Select from a list proper techniques for care of an iron.
6. Select from a list helpful hints to obtain uniform dampness of garments to be ironed.
7. Select from a list ways to improve use of time and motion while ironing.
8. Match correct temperature settings and ironing order to fabric types.
9. Select from a list hints to improve ironing results.
10. Select from a list items to be ironed on wrong side of fabric.
11. Select from a list ways to prevent damage to iron or clothing.
12. Arrange in order steps for filling a steam iron water tank.
13. Arrange in order steps for emptying a steam iron water tank.
14. Complete an ironing station check-off list.
15. Demonstrate the ability to
    a. Iron a shirt or blouse.
    b. Iron trousers.
    c. Use a pressing cloth to press a wool garment.
    d. Apply an iron-on patch.

CLOTHING CARE: IRONING
UNIT VI

SUGGESTED ACTIVITIES

I. Suggested activities

   A. Make transparencies.

   B. Provide students with objective sheet.

   C. Provide students with information, assignment, and job sheets.

   D. Discuss unit and specific objectives.

   E. Discuss information and assignment sheets.

   F. Obtain various types of clothes hangers.

   G. Demonstrate and discuss clothes-hanging techniques.

   H. Obtain various items for class to iron.

   I. Obtain supplies and equipment needed to complete job sheets.

   J. Demonstrate and discuss procedures outlined in job sheets.

   K. Allow time for students to practice job sheets.

   L. Arrange for a class field trip to a local cleaner, commercial laundry, or hotel/motel laundry so that students may observe pressing operations.

   M. Use your blank test and the answers to test to make a test key if desired.

   N. Give test.

   O. Reteach if necessary.

II. Instructional materials

   A. Objective sheet

   B. Suggested activities

   C. Information sheet

   D. Transparency masters

      1. TM #1--Parts of a Steam-and-Dry Iron

      2. TM #2--The Iron Dial

   E. Assignment Sheet #1--Complete an Ironing Station Check-Off List

   F. Answers to assignment sheet

SUGGESTED ACTIVITIES

- G. Job sheets
  - 1. Job Sheet #1--Iron a Shirt or Blouse
  - 2. Job Sheet #2--Iron Trousers
  - 3. Job Sheet #3--Use a Pressing Cloth to Press Wool Garment
  - 4. Job Sheet #4--Apply an Iron-on Patch
- H. Test
- I. Answers to test

III. Unit references

A. Baker, Marjorie Y. *Family Living Topics: T1401*. "Easier Pressing Methods." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

B. Blackwell, Dorothy G. *Family Living Tips: Home Economics Serving Families A4507.* "Ironing Clean Clothes." Stillwater, Oklahoma: Oklahoma State University, Cooperative Extension Service, n.d.

C. *Housekeeping Management Assistant.* rev. ed. Lubbock, Texas: Home Economics Instructional Materials Center, Texas Tech University, 1975.

D. Starr, Mary Catherine. *Management for Better Living,* 3rd ed. Lexington, Massachusetts: D.C. Heath and Company, 1968.

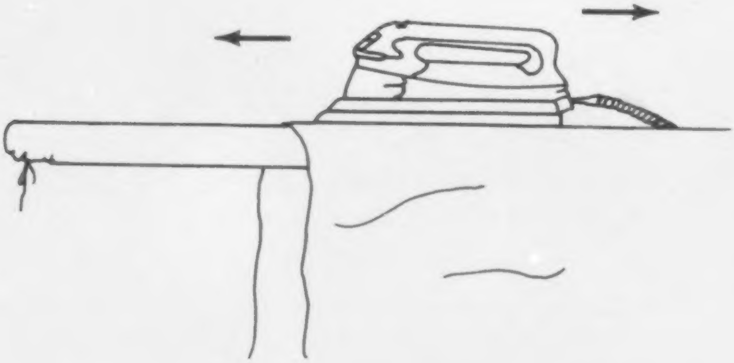
CLOTHING CARE: IRONING
UNIT VI

INFORMATION SHEET

I. Terms and definitions associated with ironing

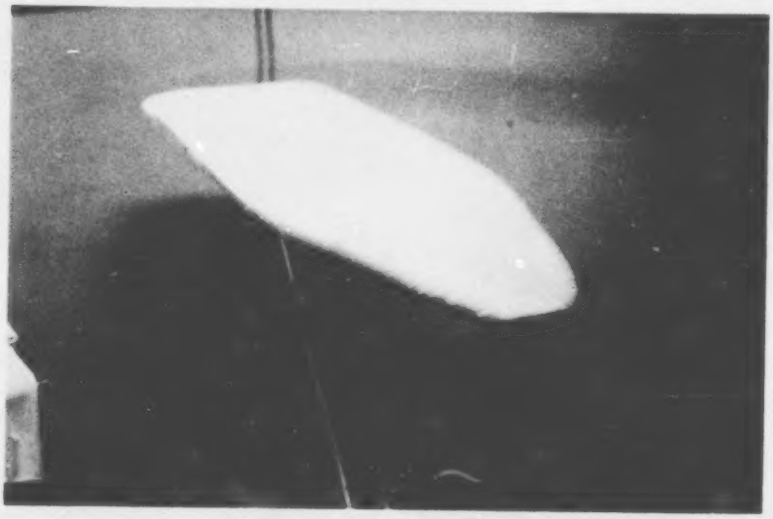
A. Ironing (I/ron/ing)--Process of restoring appearance and removing wrinkles and moisture from damp clothing by applying heat and pressure with back-and-forth sliding motion of iron (Figure 1)

FIGURE 1



B. Ironing board (I/ron/ing BOARD)--Covered, padded board used for ironing; usually tapered at one end (Figure 2)

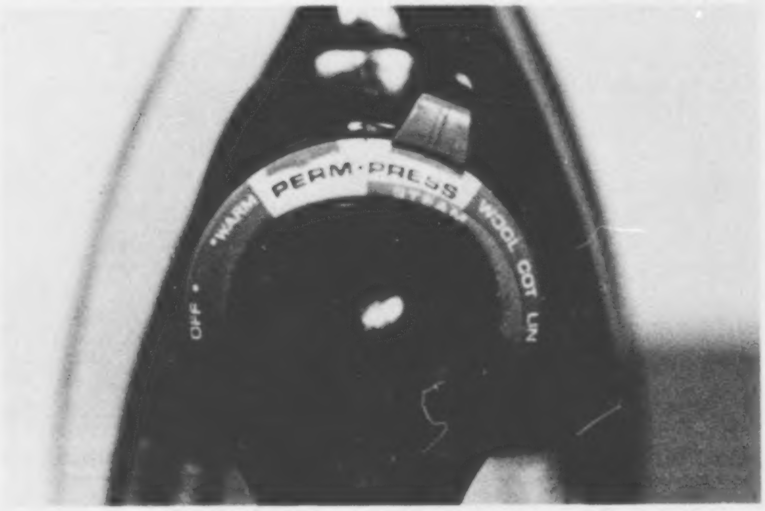
FIGURE 2



INFORMATION SHEET

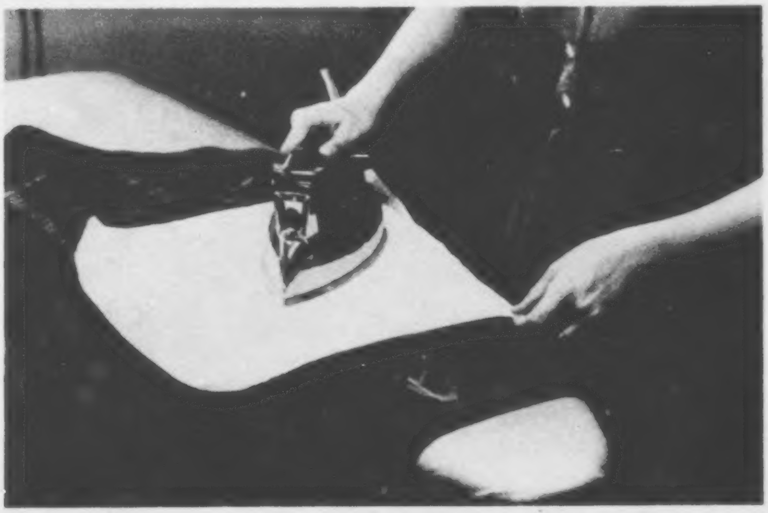
C. Ironing temperature (I/ron/ing TEM/per/a/ture)--Temperature at which different fabrics can be sucessfully ironed without scorching (Figure 3)

FIGURE 3



D. Pressing cloth (PRESS/ing CLOTH)--Damp cloth used between fabric and iron to protect fabric from heat, to create moist heat, and to preserve texture of fabric (Figure 4)

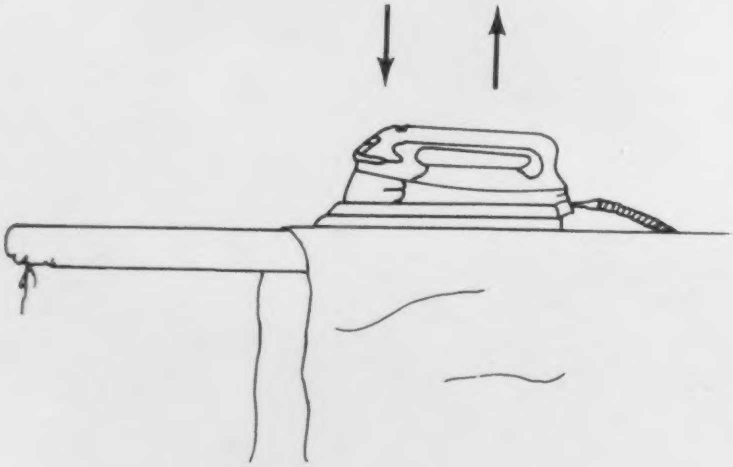
FIGURE 4



INFORMATION SHEET

E. Pressing (PRESS/ing)--Process of restoring appearance and removing wrinkles by applying heat, pressure, and moisture using a lifting-and-lowering motion of iron (Figure 5)

FIGURE 5



F. Texture (TEX/ture)--Appearance or feel of the surface threads of woven fabric (Figure 6)

FIGURE 6

INFORMATION SHEET

G. Scorch (SCORCH)--To char, discolor, or damage fabric surface by applying too much heat; burning (Figure 7)

FIGURE 7

H. Distilled water (dis/TIL/ed WA/ter)--Pure water; water from which minerals and impurities have been removed (Figure 8)

FIGURE 8

INFORMATION SHEET

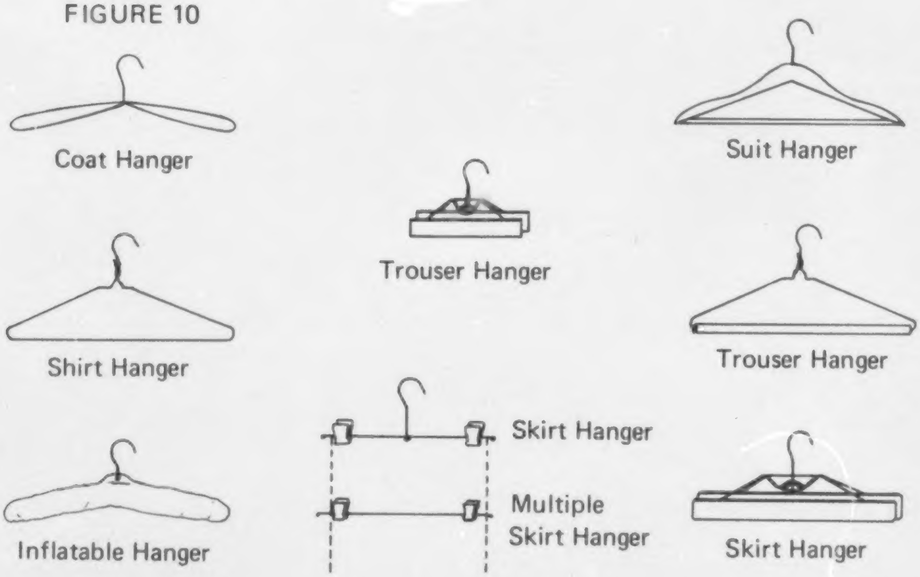
I. Sizing (SIZ/ing)--Aerosol spray that restores body to items being ironed (Figure 9)

FIGURE 9

J. Clothes hanger (CLOTHES HANG/er)--Small frame on which a garment is hung to keep it in shape; may be metal, wood, or plastic (Figure 10)

EXAMPLES: Trouser hangers, suit or sport coat hangers, shirt hangers, skirt hangers

FIGURE 10


Coat Hanger
Suit Hanger
Trouser Hanger
Shirt Hanger
Trouser Hanger
Skirt Hanger
Multiple Skirt Hanger
Inflatable Hanger
Skirt Hanger

INFORMATION SHEET

II. Parts of a steam and dry iron (Transparency #1)

- A. Electrical cord
- B. Heel
- C. Handle
- D. Steam vents
- E. Steam-and-dry control button
- F. Button nook
- G. Temperature selector
- H. Water fill hole
- I. Sole

III. Factors that affect ironing and pressing

- A. Temperature of iron
- B. Moisture content of fabric
- C. Side of fabric ironed

  EXAMPLES: Right (finished) side of fabric, wrong (unfinished) side of fabric

- D. Shape of item ironed

  EXAMPLES: Curved, irregular shape (puffed sleeve); flat surface (cloth napkin)

- E. Size of item ironed

  EXAMPLES: Large area (tablecloth), small area (handkerchief)

- F. Type of fabric
- G. Placement of ironing equipment
- H. Garment fasteners and accessories

IV. Description of a well-pressed or ironed garment

- A. Contains no wrinkles
- B. Retains original shape and texture
- C. Shows no inside details outlined on the right side
- D. Has long seams pressed open on inside

INFORMATION SHEET

V. Proper techniques for care of an iron

A. Read manufacturer's instruction booklet (Figure 11)

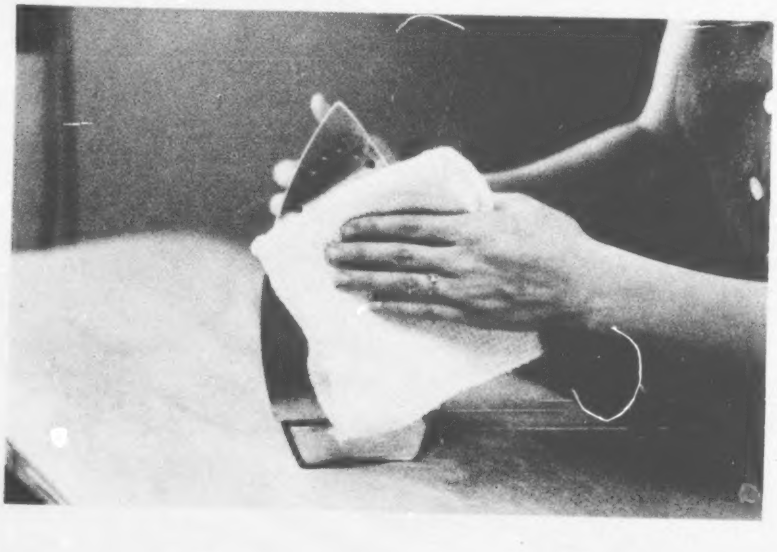
FIGURE 11

IMPORTANT SAFEGUARDS
SPECIAL INSTRUCT
SAVE THESE
TIPS FOR BEST USE
CHOOSING HEAT SETTINGS
TO USE IRON
STEAM AND DRY IRON
READ AND SAVE THIS

B. Wipe bottom of iron with a soft, damp cloth to keep it clean (Figure 12)

(NOTE: Use powdered cleanser or fine grade [00] steel wool to remove stubborn particles.)

FIGURE 12

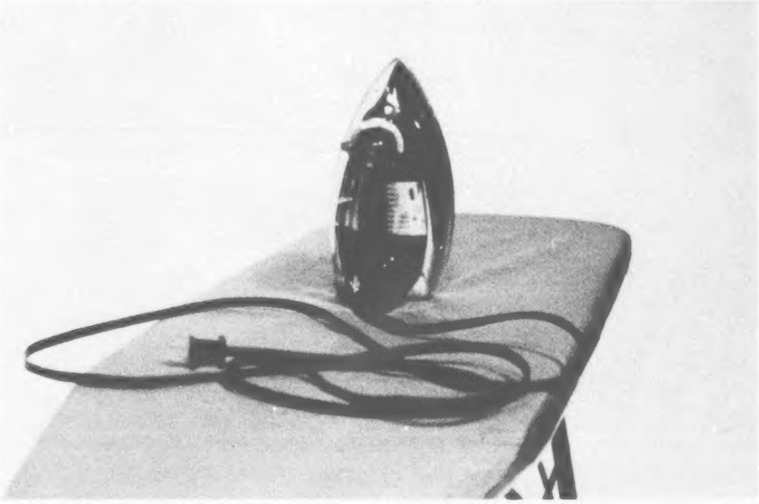


INFORMATION SHEET

C. Turn iron to "off" and unplug when finished ironing (Figure 13)

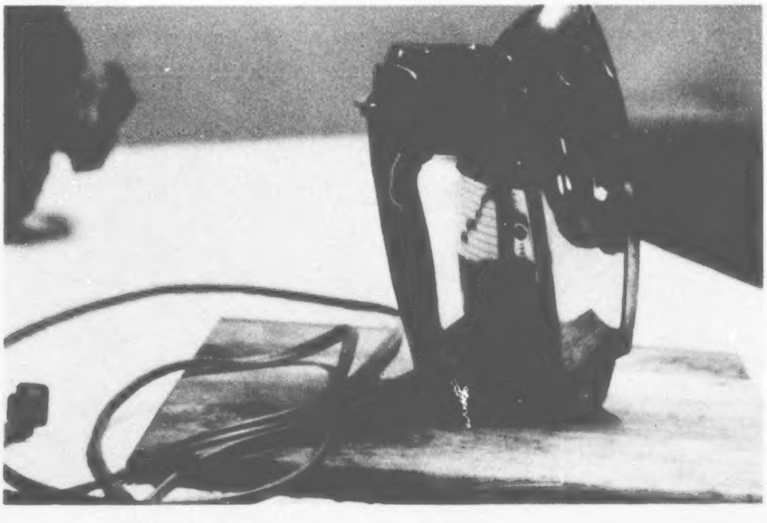
(NOTE: Also turn off the iron and unplug it whenever you must stop your ironing for any period of time.)

FIGURE 13



D. Let iron cool before wrapping cord and putting away (Figure 14)

FIGURE 14

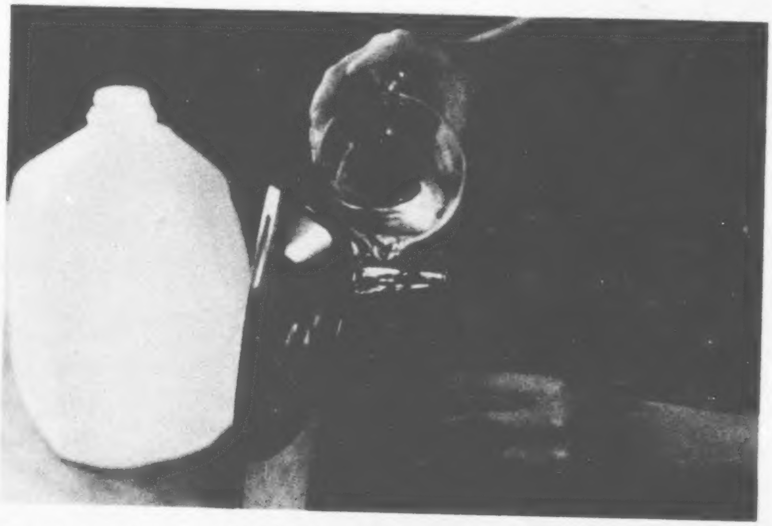


INFORMATION SHEET

E. Fill steam iron water tank with *distilled* water to avoid clogging steam vents with mineral deposits (Figure 15)

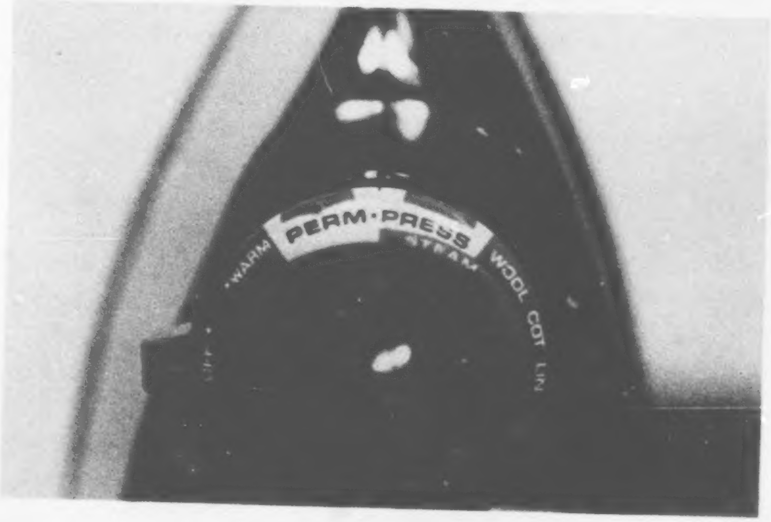
(NOTE: Do not use water processed through home softening systems. It contains minerals harmful to the iron.)

FIGURE 15



F. Use correct temperature for ironing different fabrics to prevent fabric from scorching and sticking to iron (Figure 16)

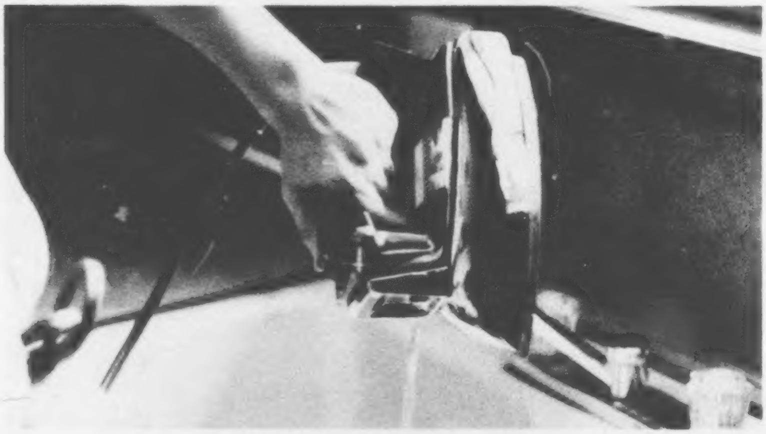
FIGURE 16



INFORMATION SHEET

G. Empty water from iron immediately after using iron (Figure 17)

FIGURE 17



VI. Helpful hints to obtain uniform dampness of garments to be ironed

A. Remove clothes from line or dryer at proper ironing dampness

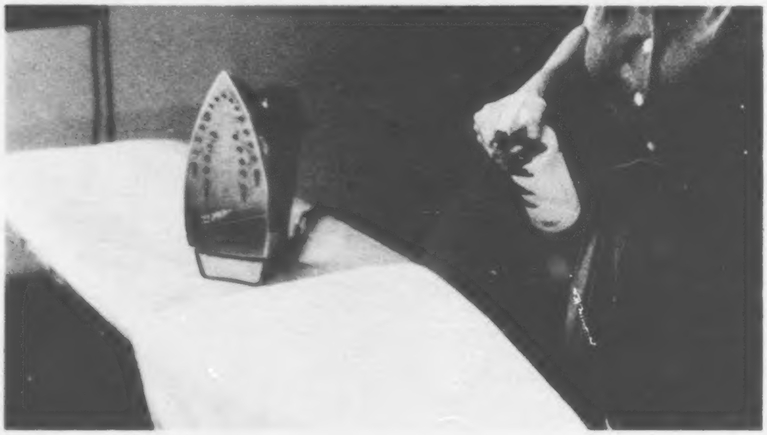
(NOTE: Fold, and wrap in plastic or place in plastic bag.)

B. Sprinkle clothes with warm water instead of cold

C. Dampen clothes with a sprinkler or small brush (Figure 18)

(NOTE: Flicking water with your fingers causes uneven dampness.)

FIGURE 18



INFORMATION SHEET

D. Cover or wrap sprinkled clothes in cloth, or place in a plastic bag to keep damp (Figure 19)

FIGURE 19

E. Let sprinkled clothes stand at least one hour before ironing

(NOTE: Dampened clothes may be placed in a plastic bag and stored in refrigerator to maintain dampness.)

VII. Ways to improve use of time and motion while ironing (Assignment Sheet #1)

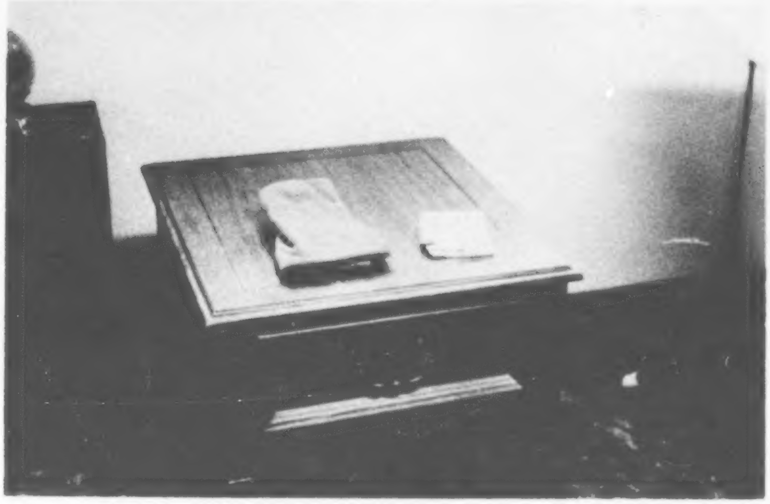
A. Place basket or container of clothes within easy reach of ironing board (Figure 20)

FIGURE 20

INFORMATION SHEET

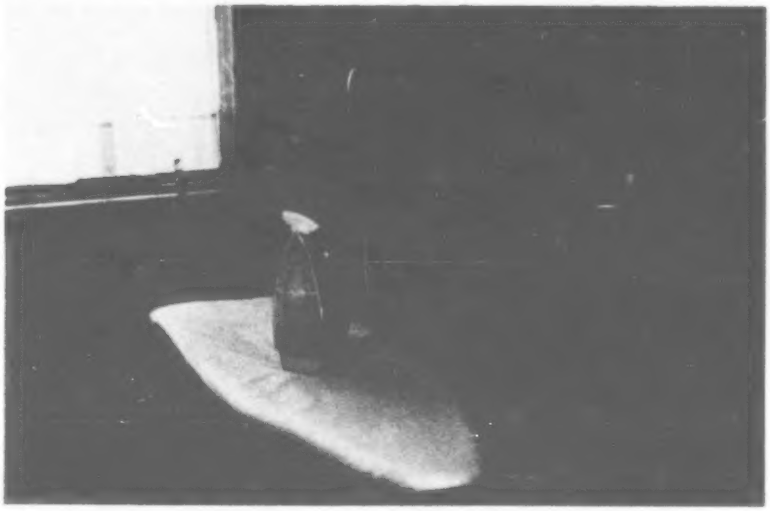
B. Locate a small table or tray near the ironing board to hold small ironed pieces until it is time to put them away (Figure 21)

FIGURE 21



C. Place ironing board next to a window or close to an adequate light source (Figure 22)

FIGURE 22

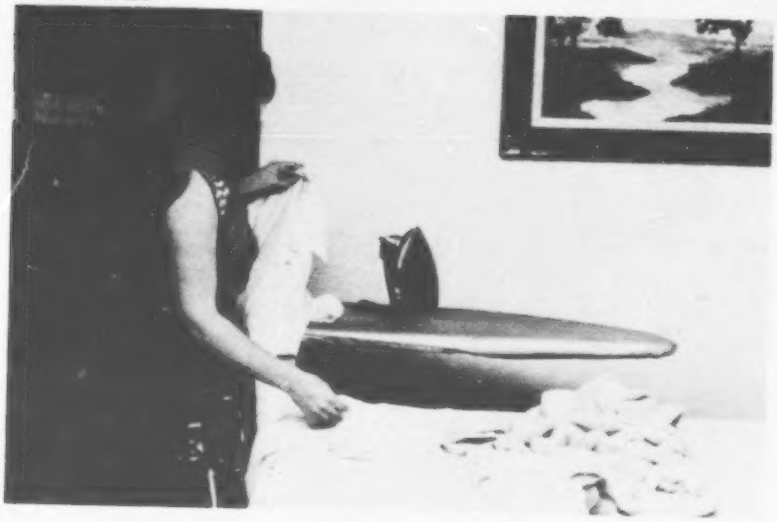


INFORMATION SHEET

D. Place ironing board close to a table or flat surface for folding (Figure 23)

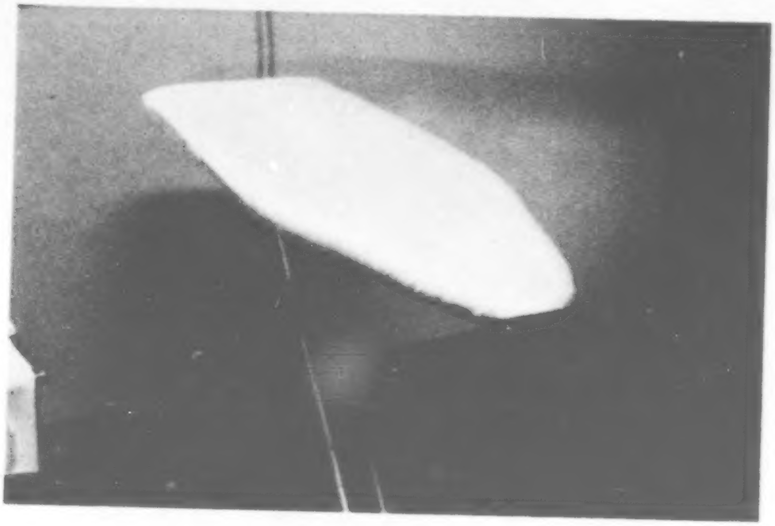
EXAMPLE: Set up ironing board in kitchen next to table.

FIGURE 23



E. Use a long, wide ironing board that is tapered at one end and can be adjusted for height (Figure 24)

FIGURE 24

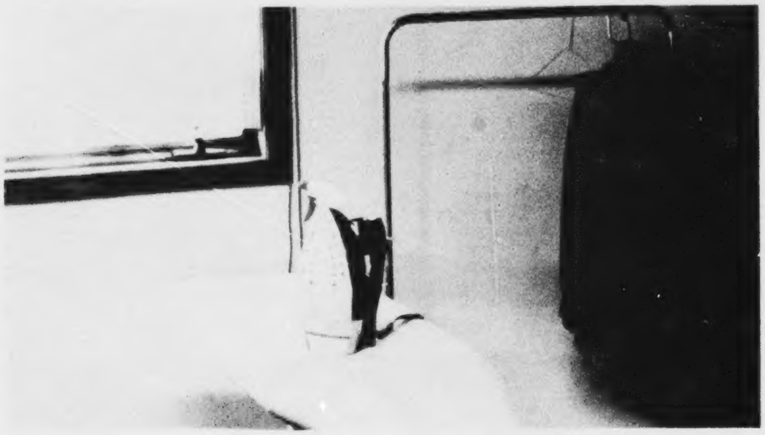


INFORMATION SHEET

F. Iron close to a hanging rack or hook so that you can easily hang up items requiring hangers (Figure 25)

EXAMPLE: Iron next to a window and hang garments on curtain rod.

FIGURE 25



G. Iron all similar articles before switching to another type (Figure 26)

(NOTE: Do this only if the articles can all be ironed at the same temperature.)

EXAMPLE: Iron polyester shirts and polyester dresses at low heat setting; then turn up temperature regulator and iron cotton shirts and cotton dresses.

FIGURE 26

INFORMATION SHEET

XI. Ways to prevent damage to iron or clothing

A. When spray-ironing, test fabric for water spotting on a seam allowance

B. Avoid ironing sharp creases into garment

(NOTE: Sharp creases may cause the fabric to wear out faster.)

C. Iron carefully around plastic buttons and zippers

(NOTE: Plastic accessories are easily melted with a hot iron.)

D. Avoid ironing over snaps, zippers, and fasteners

(NOTE: These items may scratch the iron.)

E. Be sure ironed pieces are thoroughly dry before they are put away

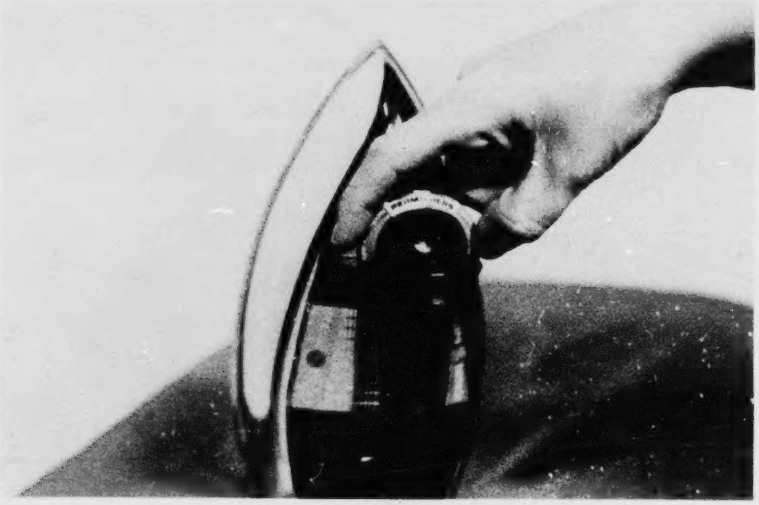
(NOTE: Hang on rack to air dry.)

XII. Steps for filling a steam iron water tank

A. Turn heat regulator to "off" (Figure 27)

(CAUTION: THIS STEP MUST BE DONE BEFORE UNPLUGGING ELECTRICAL CORD TO AVOID SPARKS AT WALL OUTLET.)

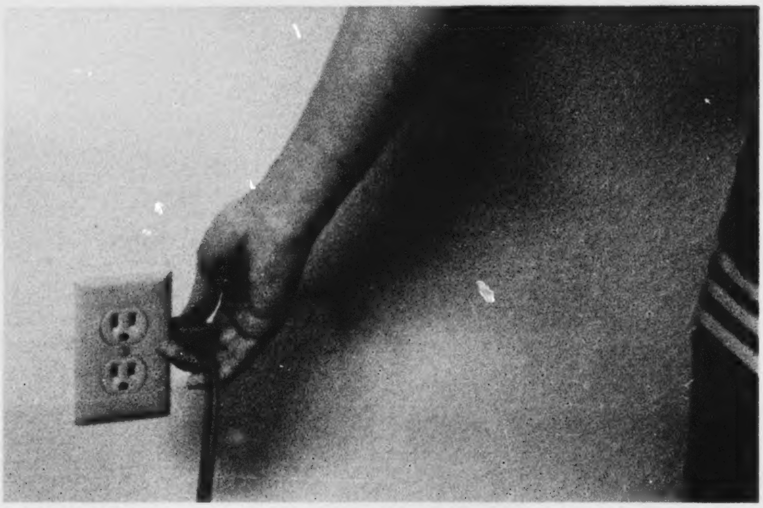
FIGURE 27



INFORMATION SHEET

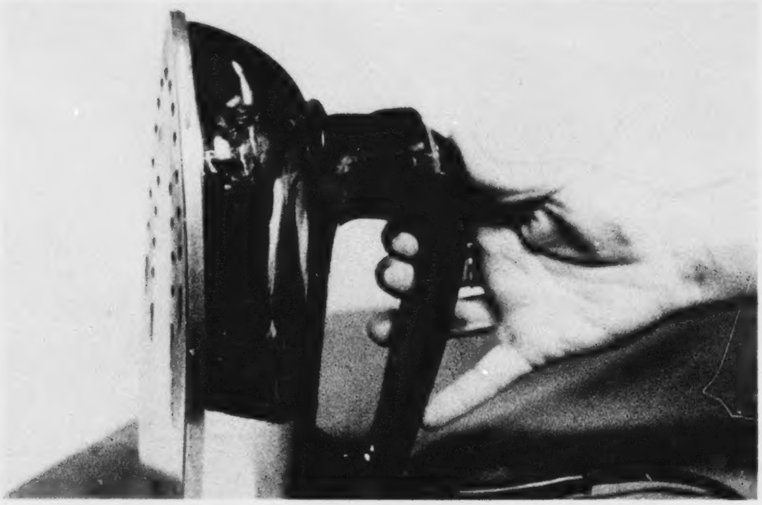
B. Unplug electrical cord (Figure 28)

FIGURE 28



C. Latch steam button down (Figure 29)

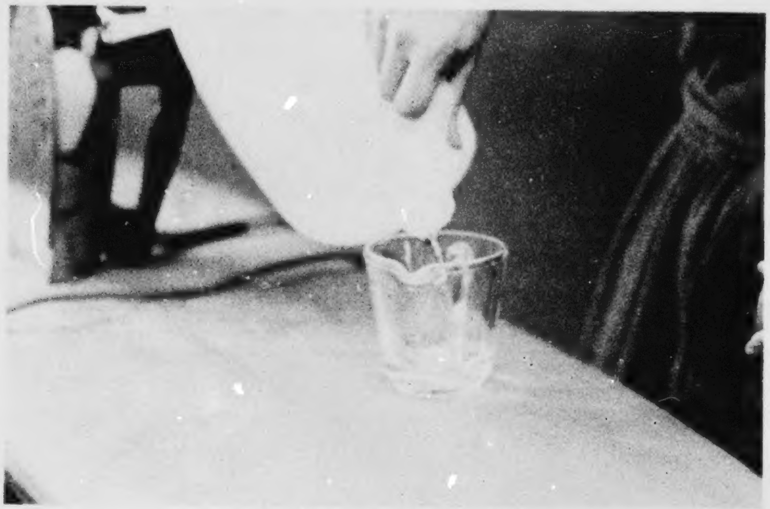
FIGURE 29



INFORMATION SHEET

D. Measure 3/4 cup (6 ounces) distilled water into measuring cup (Figure 30)

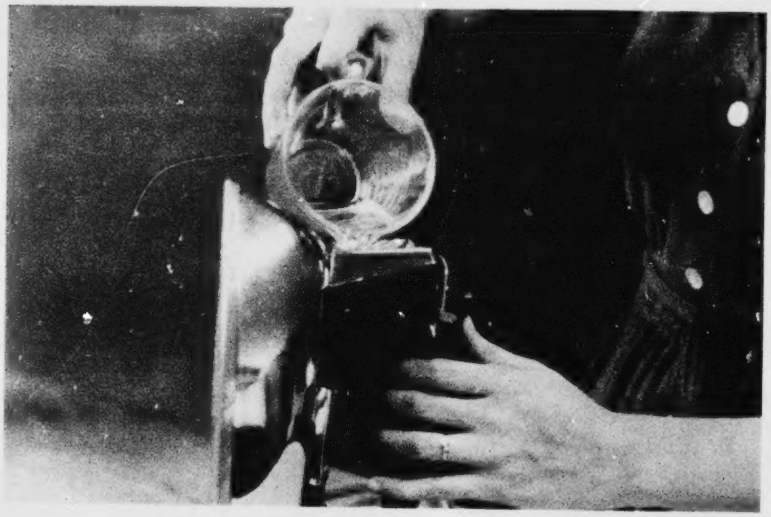
FIGURE 30



E. Slowly pour water into fill hole (Figure 31)

(NOTE: Do not overfill.)

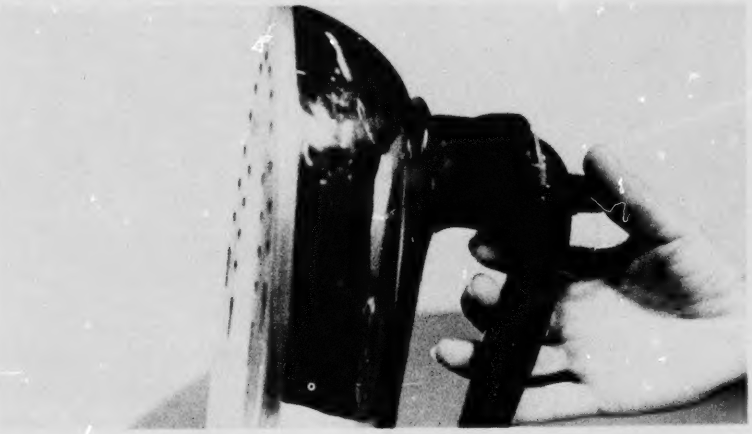
FIGURE 31



INFORMATION SHEET

F. Release steam button (Figure 32)

FIGURE 32

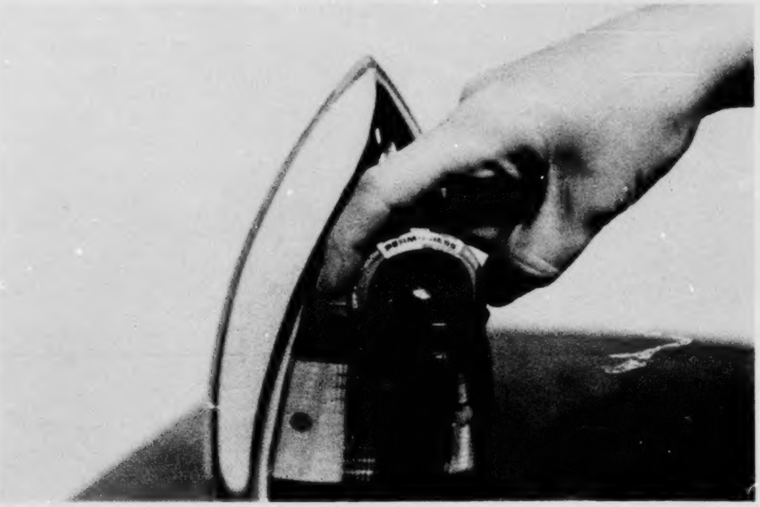


XIII. Steps in emptying a steam iron water tank

A. Turn heat regulator to "off" (Figure 33)

(CAUTION: TO AVOID SPARKS AT WALL OUTLET THIS STEP MUST BE DONE BEFORE UNPLUGGING ELECTRICAL CORD.)

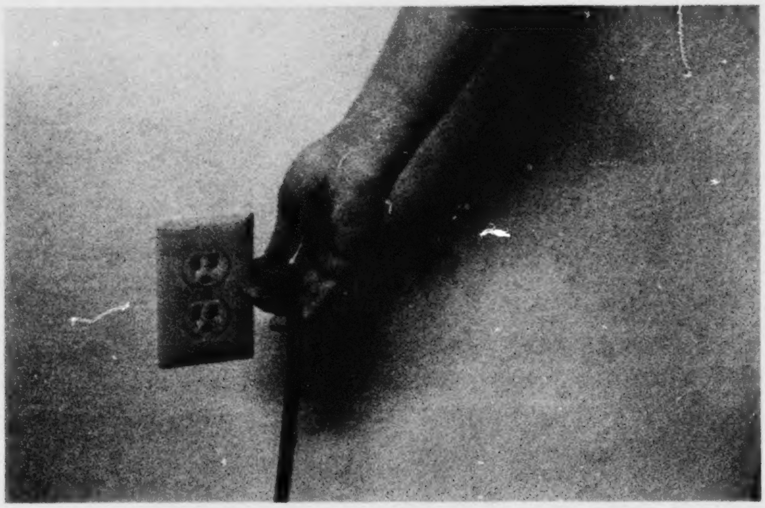
FIGURE 33



INFORMATION SHEET

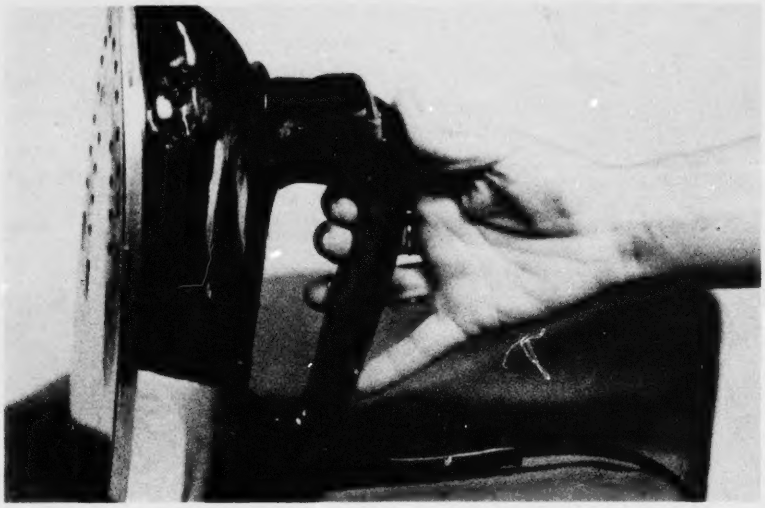
B. Unplug electrical cord (Figure 34)

FIGURE 34



C. Latch steam button down (Figure 35)

FIGURE 35

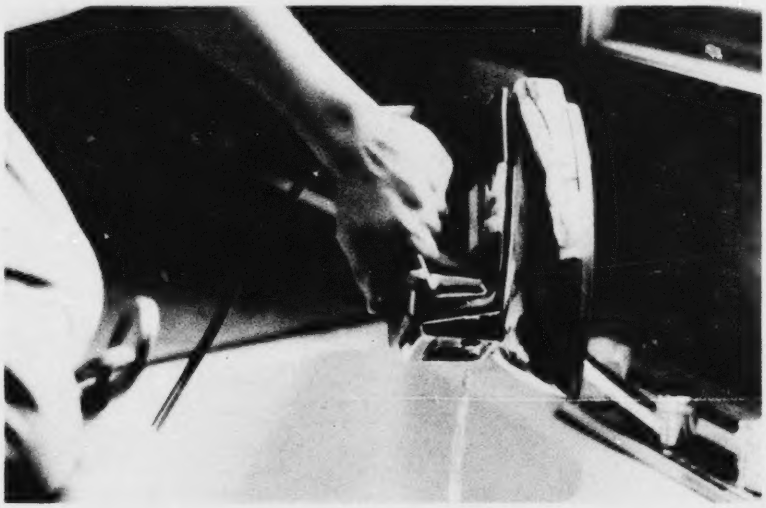


INFORMATION SHEET

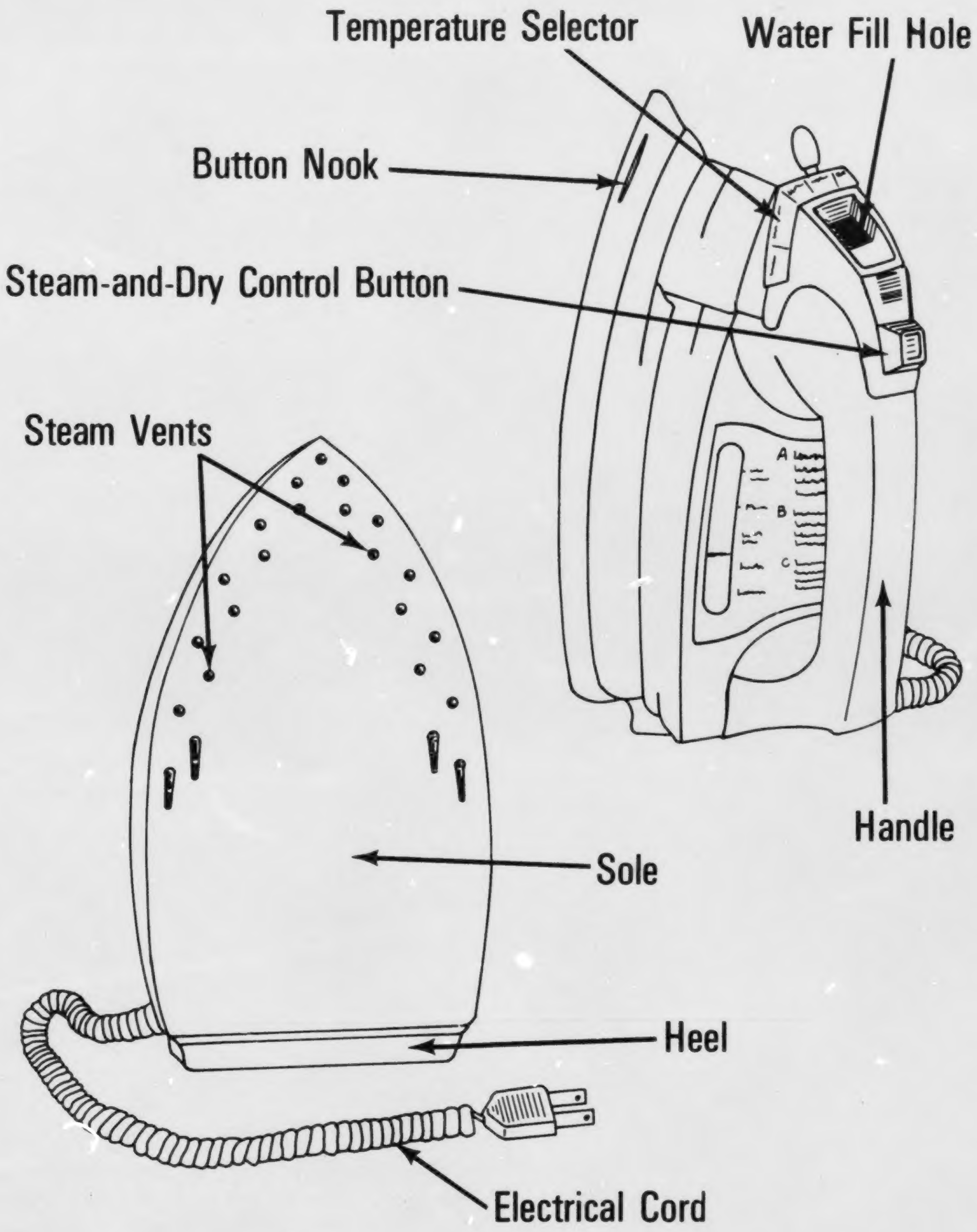
D. Hold iron over sink with tip pointing down (Figure 36)

(NOTE: Water will empty from fill hole.)

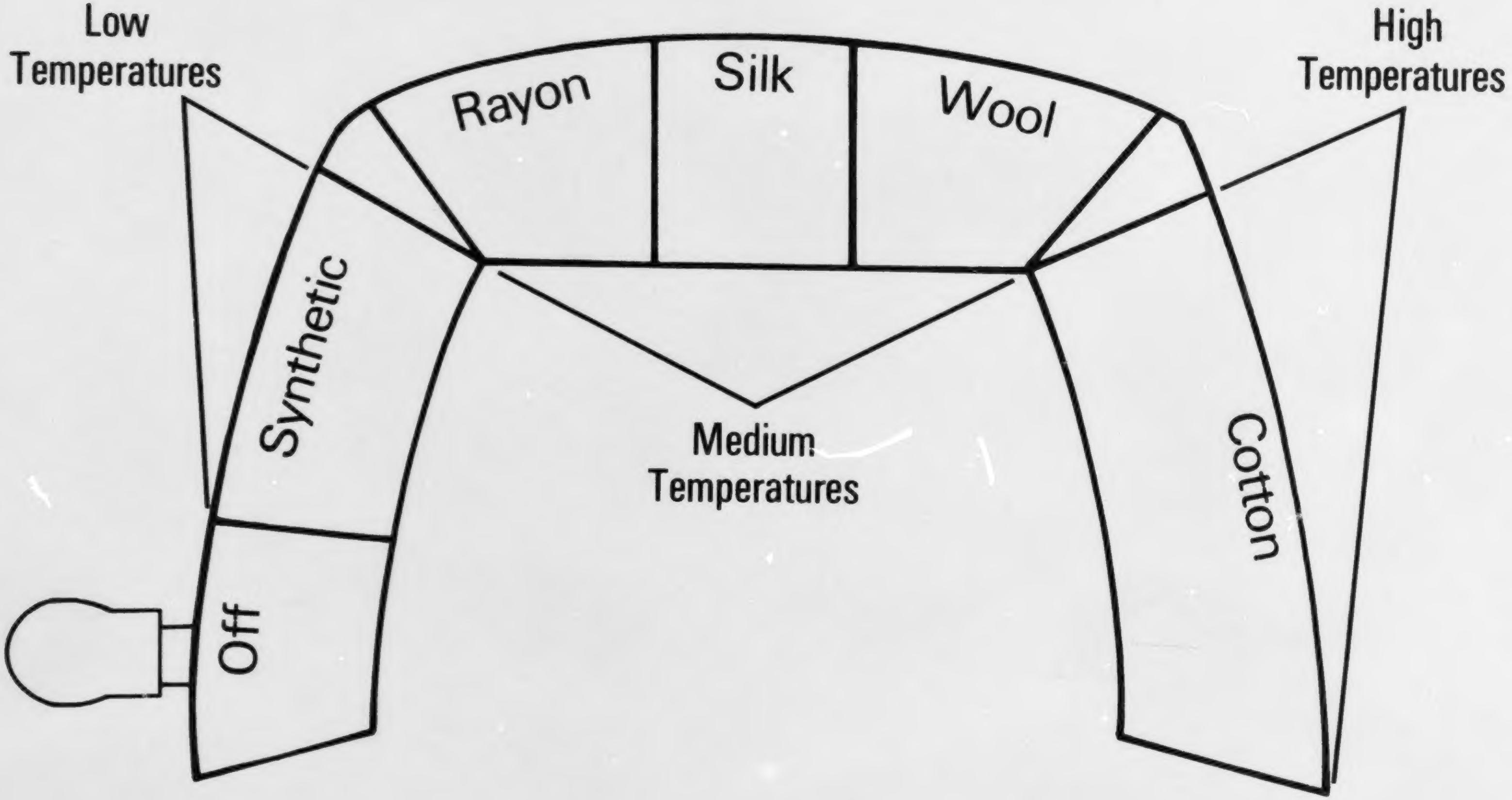
FIGURE 36



Parts of a Steam-and-Dry Iron


Temperature Selector
Water Fill Hole
Button Nook
Steam-and-Dry Control Button
Steam Vents
A
B
C
Handle
Sole
Heel
Electrical Cord

The Iron Dial


Low Temperatures
Rayon
Silk
Wool
High Temperatures
Synthetic
Medium Temperatures
Cotton
Off

CLS - 775-B

CLOTHING CARE: IRONING
UNIT VI

ASSIGNMENT SHEET #1--COMPLETE AN IRONING STATION CHECK-OFF LIST

NAME______________________________ SCORE _______________

Sometimes by changing the procedure, combining steps, or using furniture aids, a cleaning task can be less tiresome or can be performed in less time.

Using the following check-off list as a guide, evaluate the work station where ironing is performed in your home.

	YES	NO
A. The clothes basket or clothes to be ironed are within easy reach of ironing board	☐	☐
B. A table, tray, or chair is located near the ironing board to hold small ironed pieces until it is time to put them away	☐	☐
C. The ironing board is placed close to window or near an adequate light source	☐	☐
D. Ironing accessories are within easy reach of the ironing board EXAMPLE: A shoe box with distilled water, small funnel, measuring cup, and spray starch on nearby surface	☐	☐

CLOTHING CARE: IRONING
UNIT VI

ANSWERS TO ASSIGNMENT SHEET

Assignment Sheet #1--Evaluated to the satisfaction of the instructor

CLOTHING CARE: IRONING
UNIT VI

JOB SHEET #1--IRON A SHIRT OR BLOUSE

I. Equipment and supplies

   A. Blouse or man's or woman's shirt

      (NOTE: Item to be ironed may be pre-dampened.)

   B. Ironing board

   C. Iron

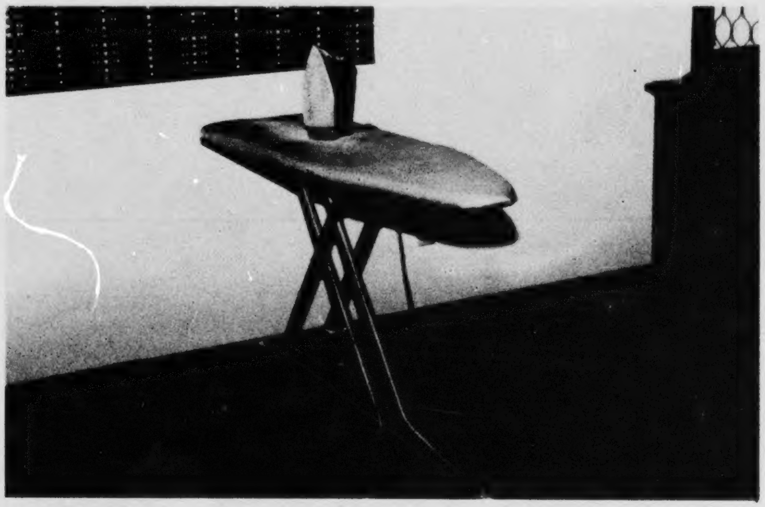
   D. Sizing (optional)

   E. Spray starch (optional)

II. Procedure

   A. Set up ironing board in an area large enough for ironing and close to an electrical outlet (Figure 37)

FIGURE 37



JOB SHEET #1

B. Adjust board height to comfortable positon (Figure 38)

FIGURE 38

C. Plug iron into electrical outlet (Figure 39)

FIGURE 39

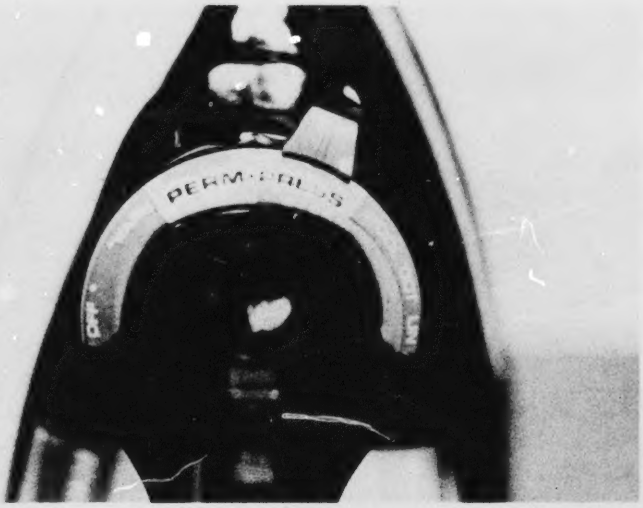
JOB SHEET #1

D. Select correct temperature setting for type of material (Figure 40)

(NOTE: First iron items requiring low heat, next iron items requiring medium heat, and last iron items requiring high heat.)

(CAUTION: TEST TEMPERATURE SETTING ON SEAM ALLOWANCE OR INSIDE HEM TO AVOID SCORCHING.)

FIGURE 40



JOB SHEET #1

E. Group items to be ironed according to ironing temperature and type of fabric (Figure 41)

EXAMPLE: Group one--Low temperature
- Polyester shirts
- Polyester blouses

Group two--High temperature
- Cotton shirts
- Cotton dresses
- Cotton blue jeans

FIGURE 41

F. Pick up an item to be ironed (Figure 42)

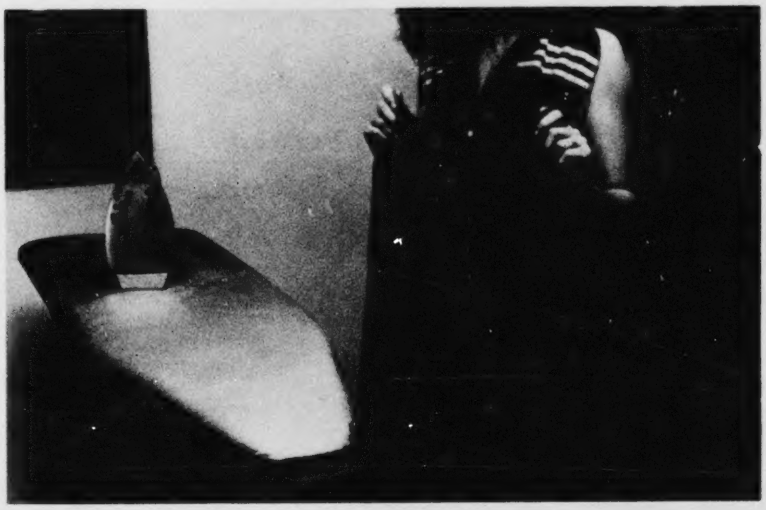
FIGURE 42

JOB SHEET #1

G. Hold item by collar, and straighten out by snapping (Figure 43)

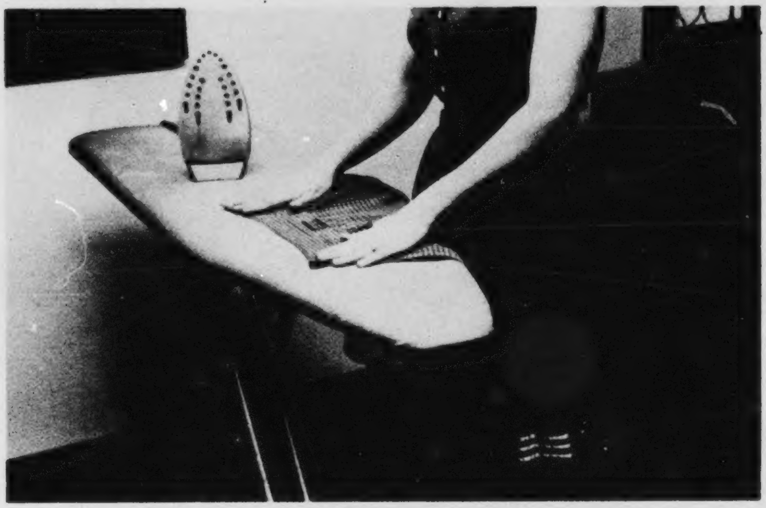
(NOTE: This helps to remove wrinkles and unfold garment for ironing.)

FIGURE 43



H. Lay collar on ironing board with outside up (Figure 44)

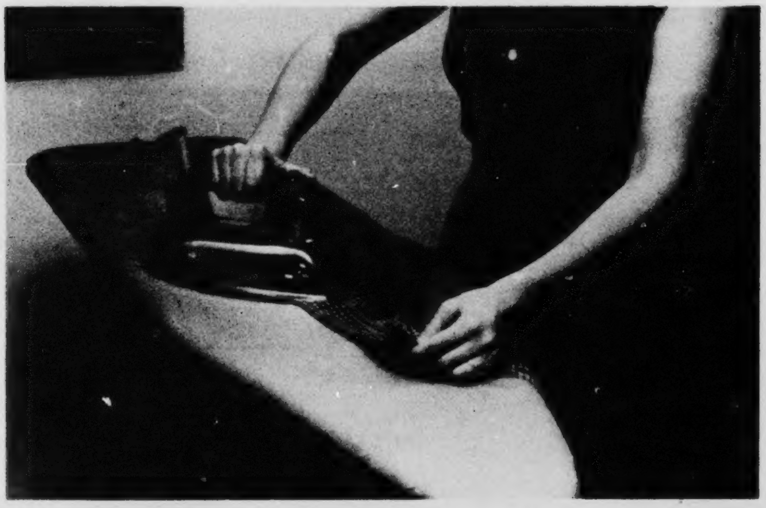
FIGURE 44



JOB SHEET #1

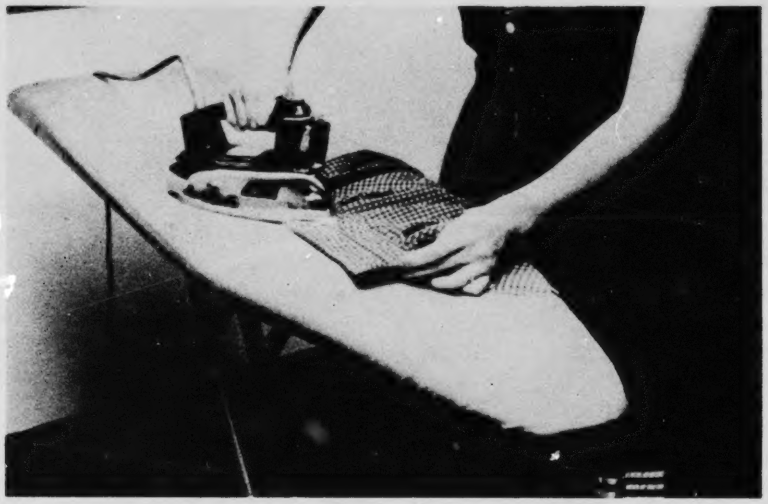
I. Iron from collar point to center until smooth (Figure 45)

FIGURE 45



J. Turn over collar and iron other side from points to center (Figure 46)

FIGURE 46

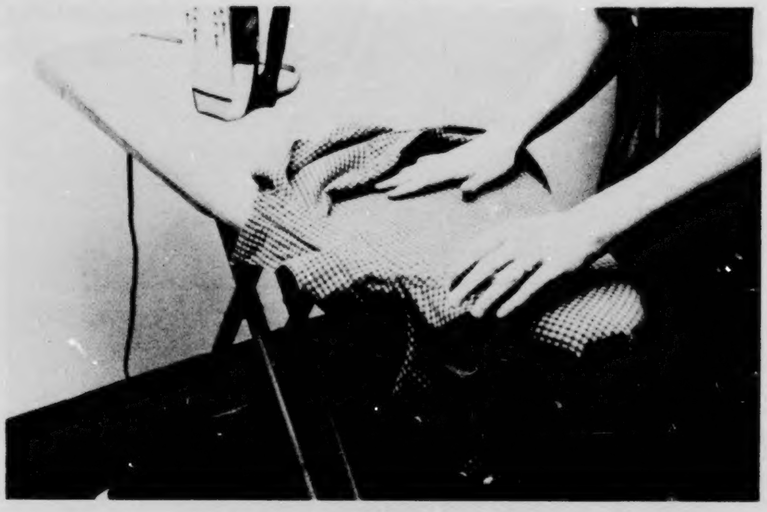


JOB SHEET #1

K. Slip yoke of item over tapered end of board and smooth out flat with hand (Figure 47)

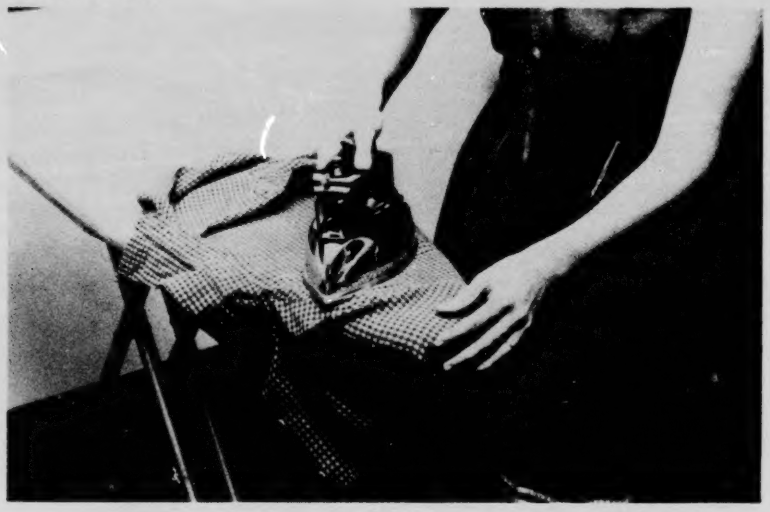
(NOTE: Yoke should be lengthwise with board.)

FIGURE 47



L. Iron yoke from seams or edges toward center (Figure 48)

FIGURE 48

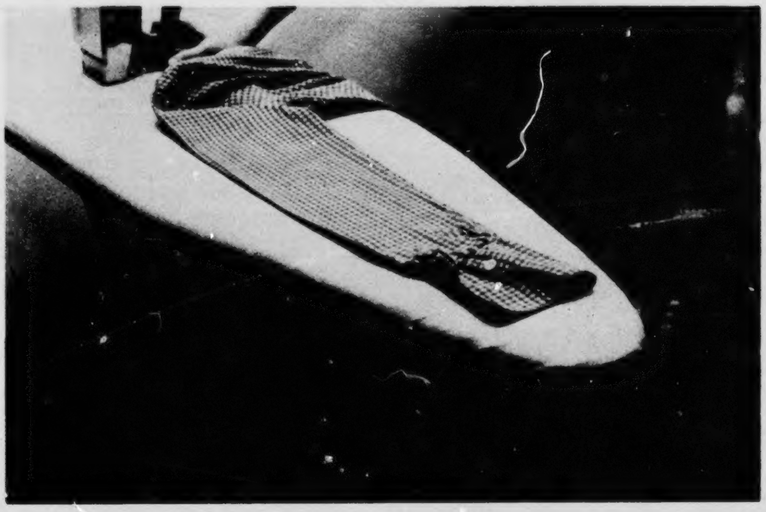


JOB SHEET #1

M. Pull item from board and place one sleeve flat on top of board lengthwise; align sleeve seam and crease (Figure 49)

(NOTE: Button, button hole, and cuff opening are up.)

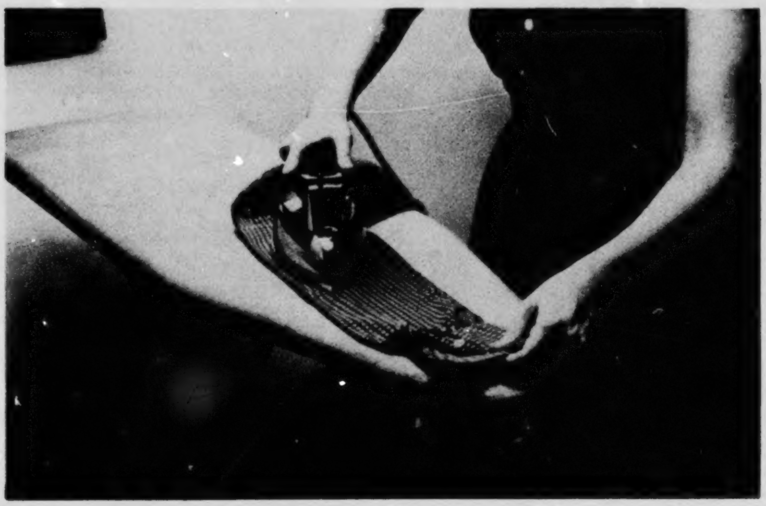
FIGURE 49



N. Iron sleeve, moving iron from seam to crease until smooth (Figure 50)

(NOTE: If long sleeve, run point of iron down into gathers at cuff.)

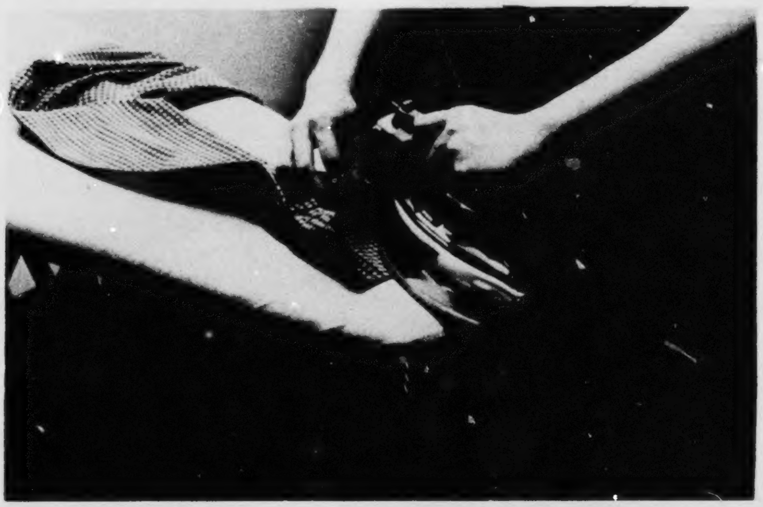
FIGURE 50



JOB SHEET #1

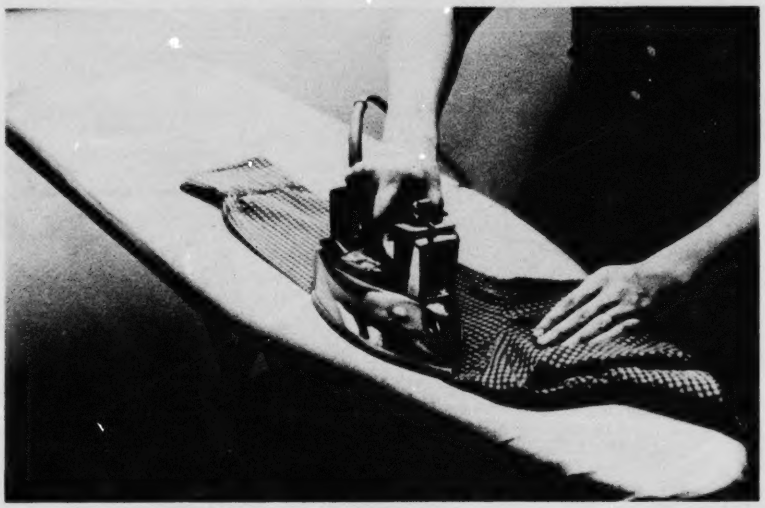
O. Fold out cuff and iron until smooth (Figure 51)

FIGURE 51



P. Turn over sleeve and iron other side of sleeve and cuff (Figure 52)

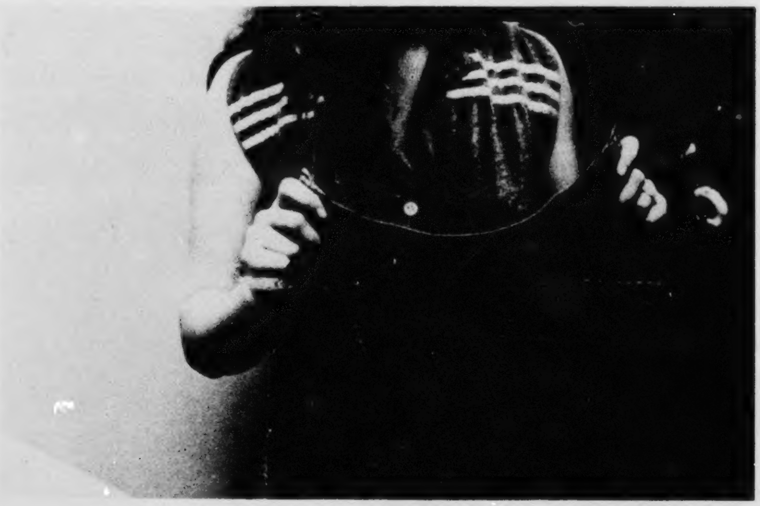
FIGURE 52



JOB SHEET #1

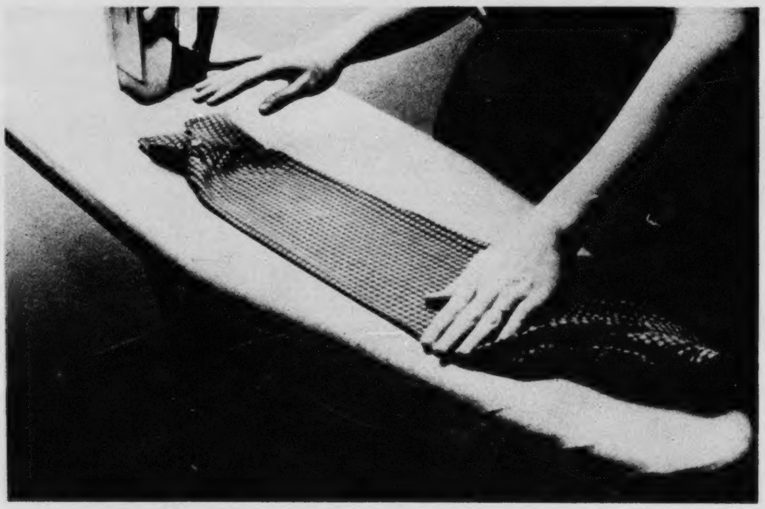
Q. Pick up garment by collar (Figure 53)

FIGURE 53



R. Lay other sleeve lengthwise on board with button, button hole, and cuff opening up; align seam and crease (Figure 54)

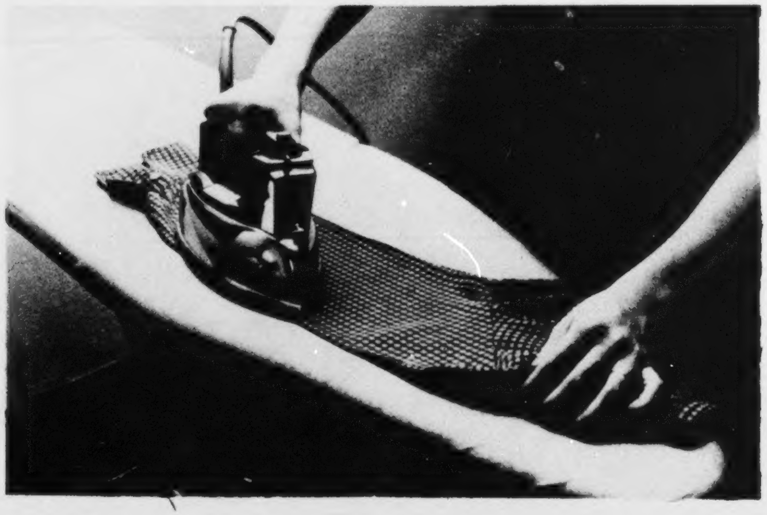
FIGURE 54



JOB SHEET #1

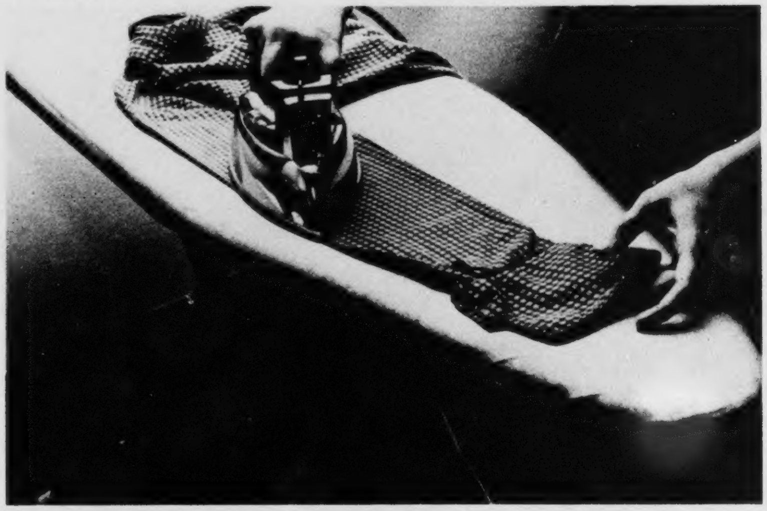
S. Iron sleeve, moving iron from seam to crease until smooth (Figure 55)

FIGURE 55



T. Turn over sleeve and iron other side of sleeve and cuff (Figure 56)

FIGURE 56

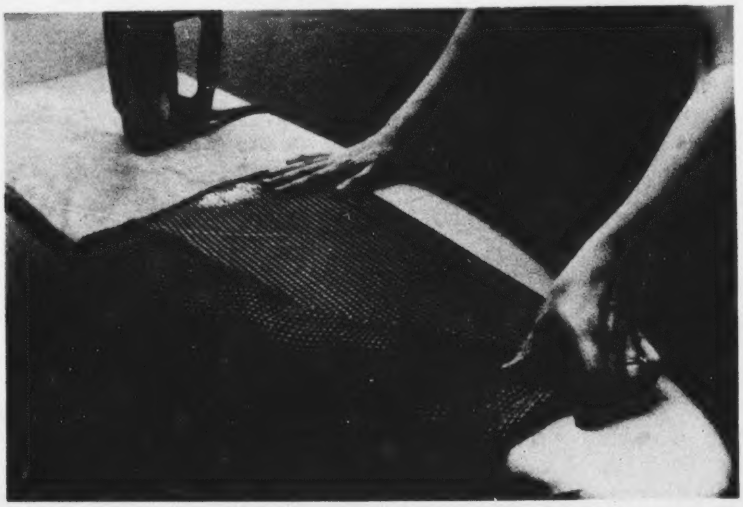


JOB SHEET #1

U. Pick up item holding top and bottom edges of front opening; place facing strip on board right side down (Figure 57)

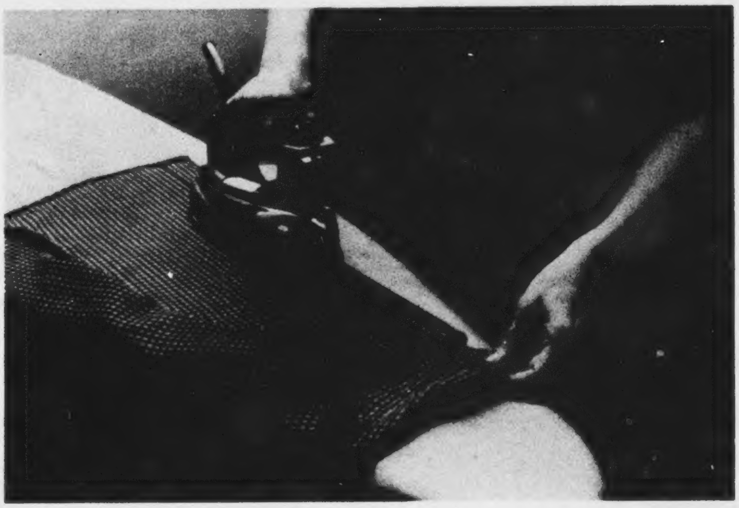
(NOTE: Item body should hang off side of board.)

FIGURE 57



V. Iron facing strip until smooth (Figure 58)

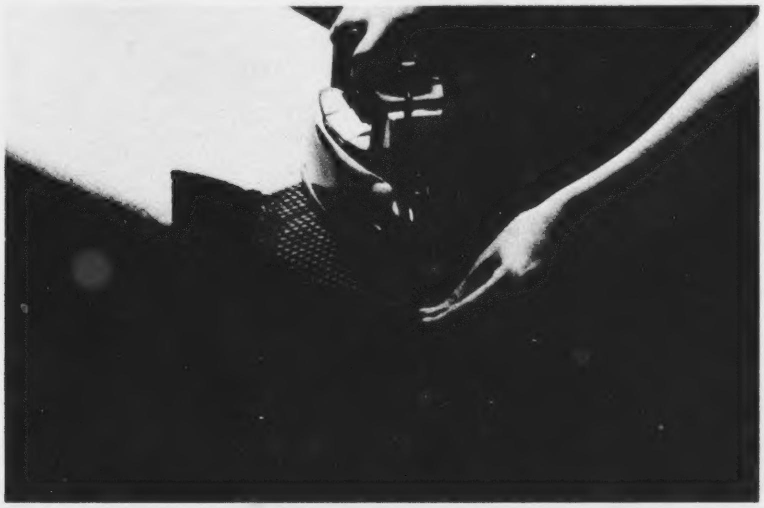
FIGURE 58



JOB SHEET #1

W. Slip right end of yoke over tapered end of board, and iron until smooth (Figure 59)

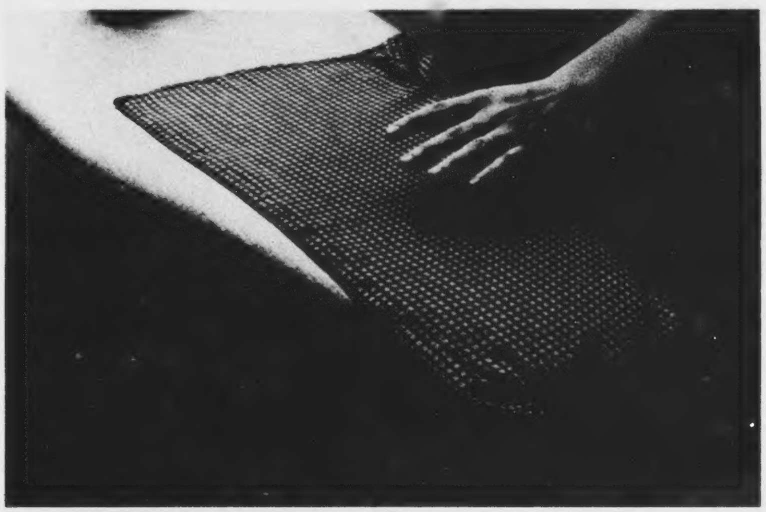
FIGURE 59



X. Holding by front edge opening, turn item until body is lengthwise and right front section is on board (Figure 60)

(NOTE: The rest of the garment will hang off board.)

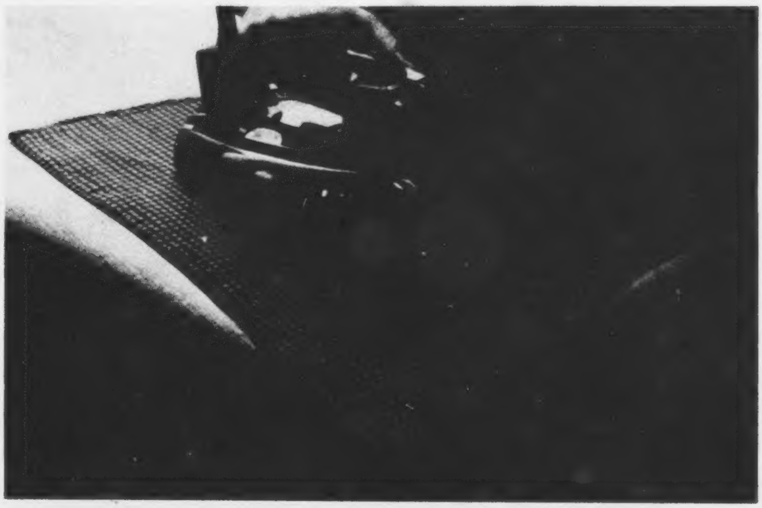
FIGURE 60



JOB SHEET #1

Y. Iron right front body section until smooth (Figure 61)

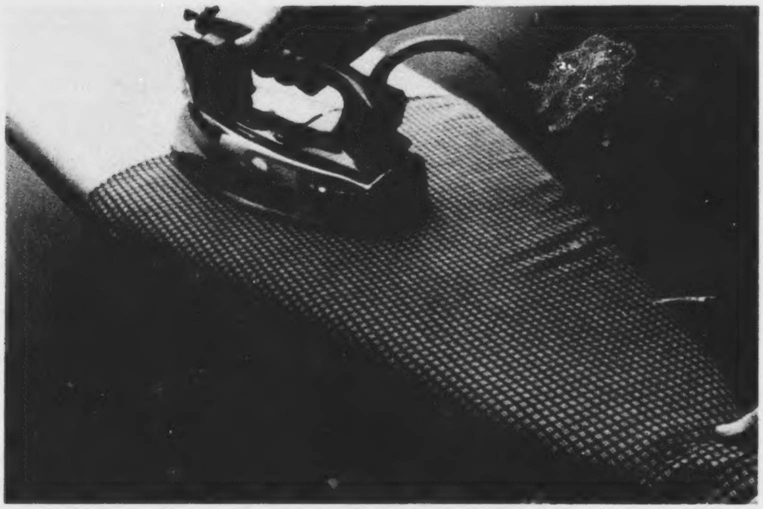
FIGURE 61



Z. Rotate item toward back of ironing board, exposing next unironed section; iron until smooth (Figure 62)

(NOTE: Iron in overlapping strokes to avoid missed areas.)

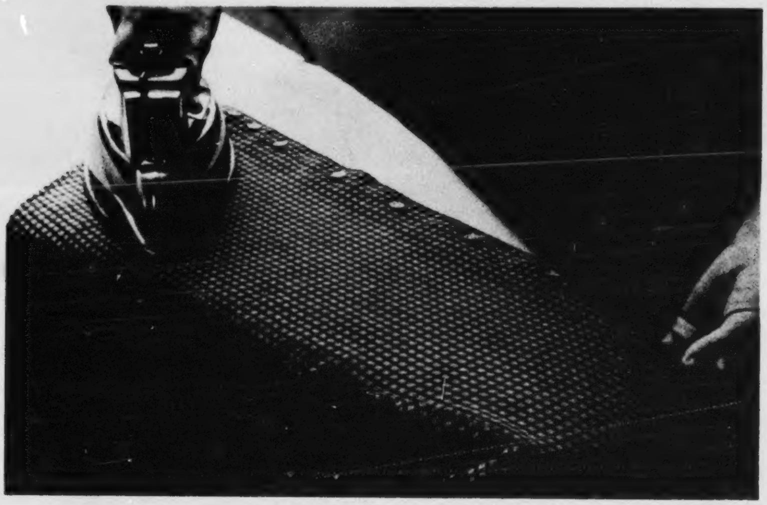
FIGURE 62



JOB SHEET #1

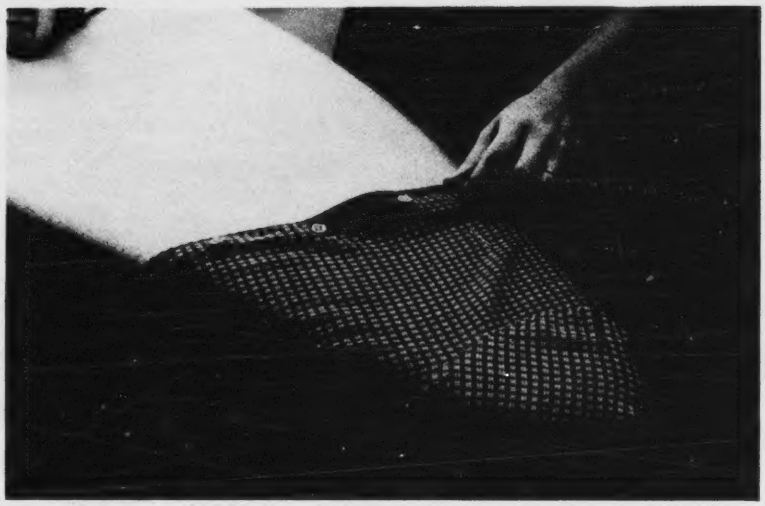
AA. Continue rotating and ironing until left front section is smooth (Figure 63)

FIGURE 63



BB. Slip left end of yoke over tapered end of board and iron until smooth (Figure 64)

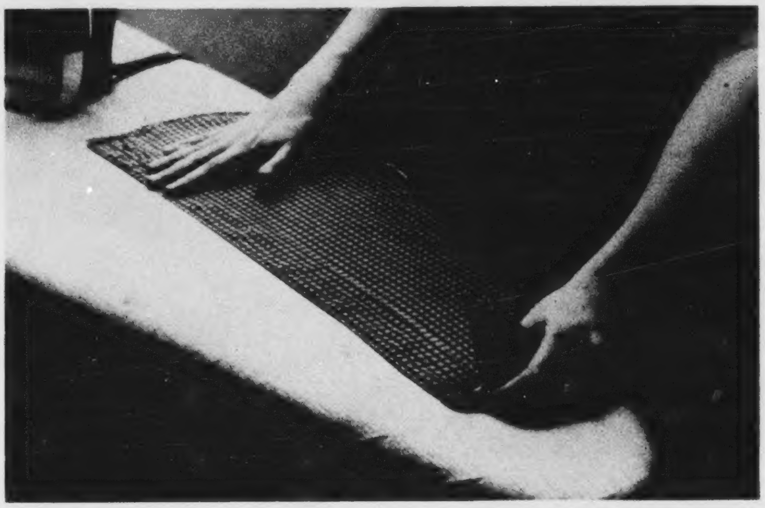
FIGURE 64



JOB SHEET #1

CC. Pick up item, holding top and bottom edges of front opening; place unironed facing strip on board right side down; iron until smooth (Figure 65)

FIGURE 65



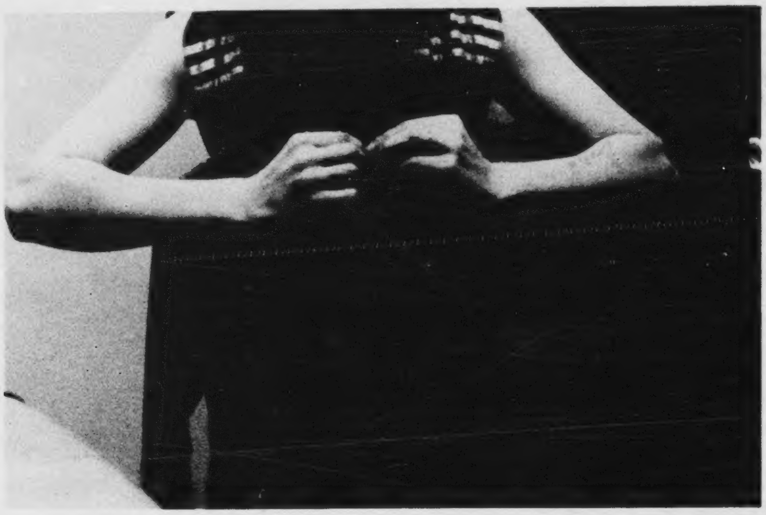
DD. Pick up item by collar and place on shirt hanger (Figure 66)

FIGURE 66

JOB SHEET #1

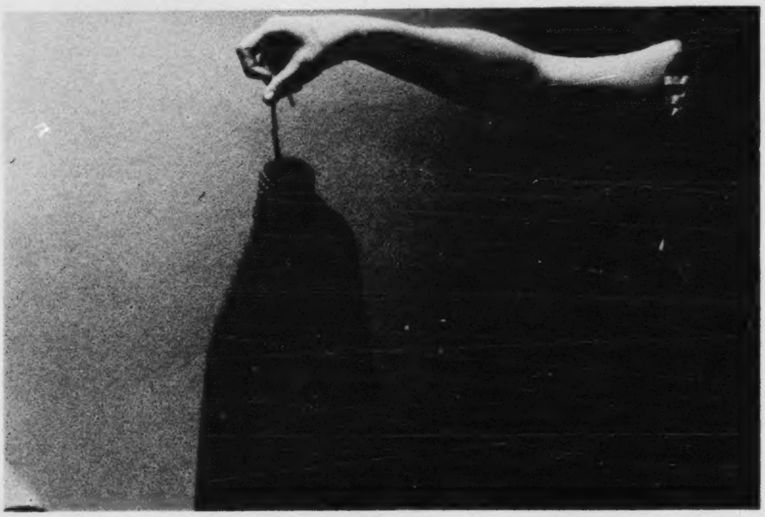
EE. Fasten top button (Figure 67)

FIGURE 67



FF. Hold up by hangerand rotate to check for wrinkles (Figure 68)

FIGURE 68



CLOTHING CARE: IRONING
UNIT VI

JOB SHEET #2--IRON TROUSERS

I. Equipment and supplies

- A. Pair of slacks or trousers

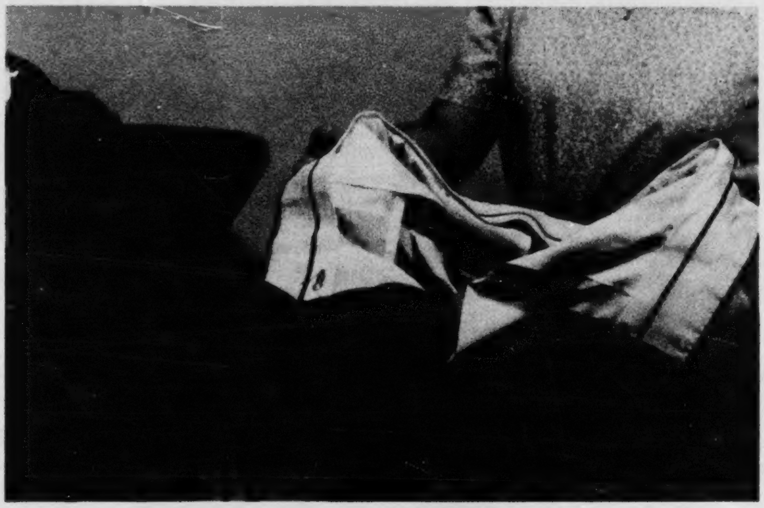
  (NOTE: Item to be ironed may be pre-dampened.)

- B. Iron
- C. Ironing board
- D. Sizing (optional)
- E. Spray starch (optional)

II. Procedure

- A. Spread open top of trousers exposing pockets (Figure 69)

FIGURE 69



JOB SHEET #2

B. Iron both sides of pockets (Figure 70)

FIGURE 70

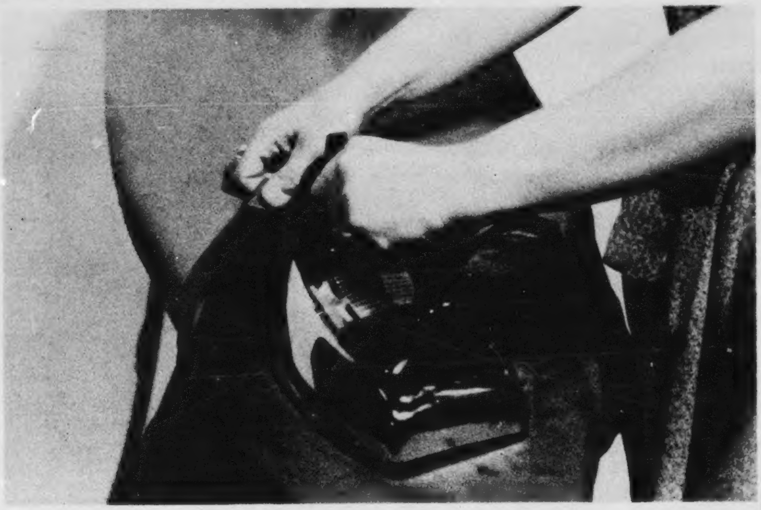
C. Slip left leg of trousers over tapered end of ironing board with waist opening toward broad end of board (Figure 71)

FIGURE 71

JOB SHEET #2

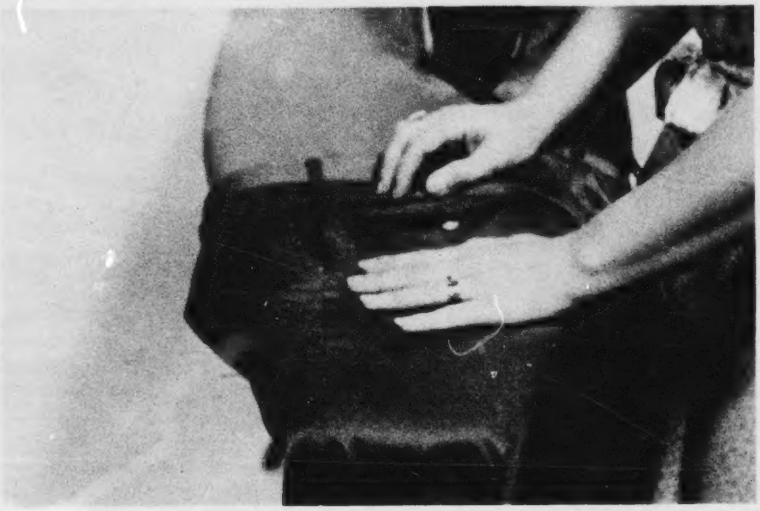
D. Iron from leg toward trouser top until smooth (Figure 72)

FIGURE 72



E. Rotate trousers around end of board, ironing a section at a time (Figure 73)

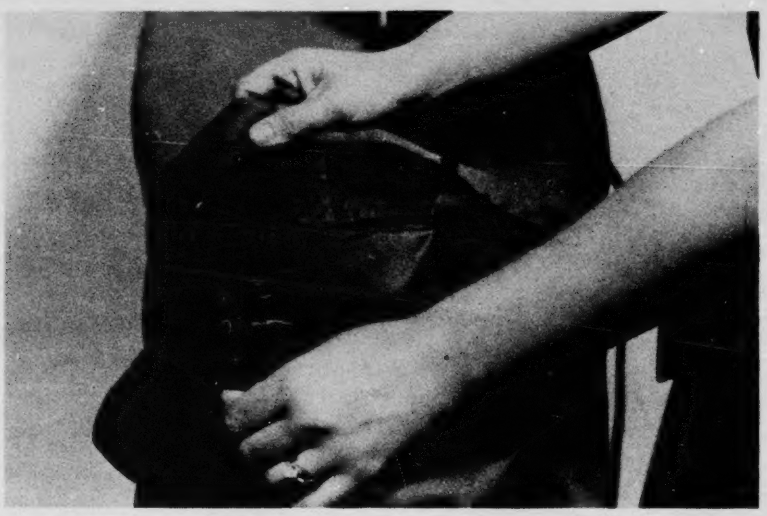
FIGURE 73



JOB SHEET #2

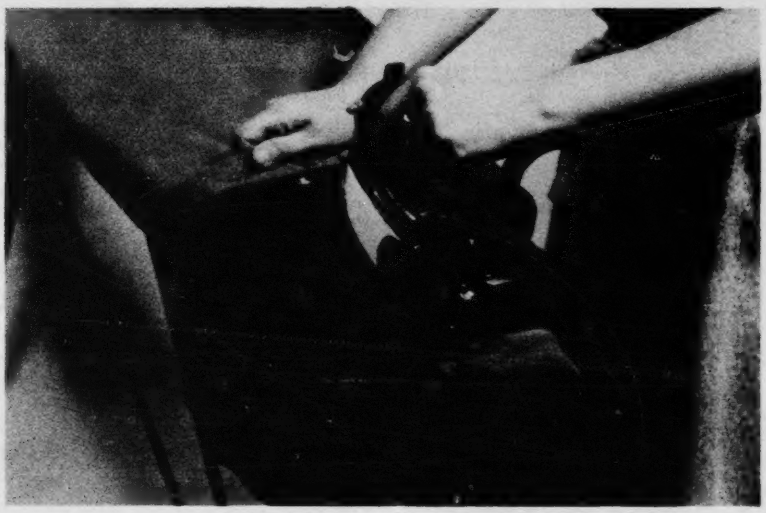
F. When you come to center back, slip left leg off end of board, and slip right leg on board (Figure 74)

FIGURE 74



G. Continue to iron, rotating trouser top around board (Figure 75)

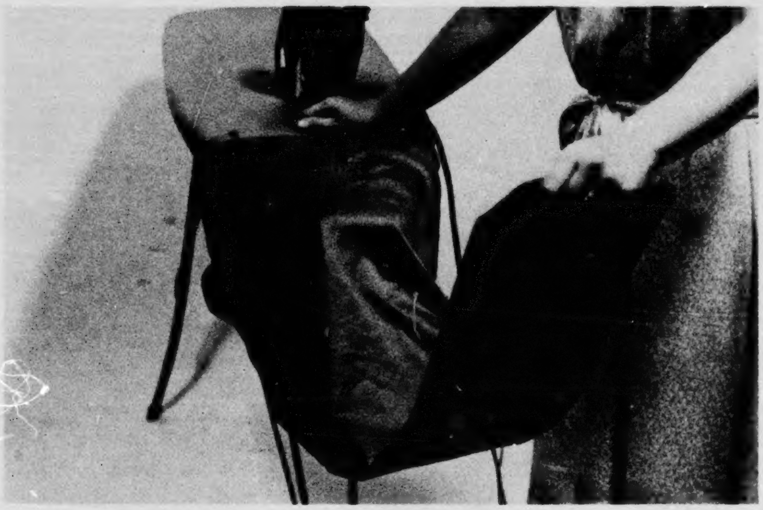
FIGURE 75



JOB SHEET #2

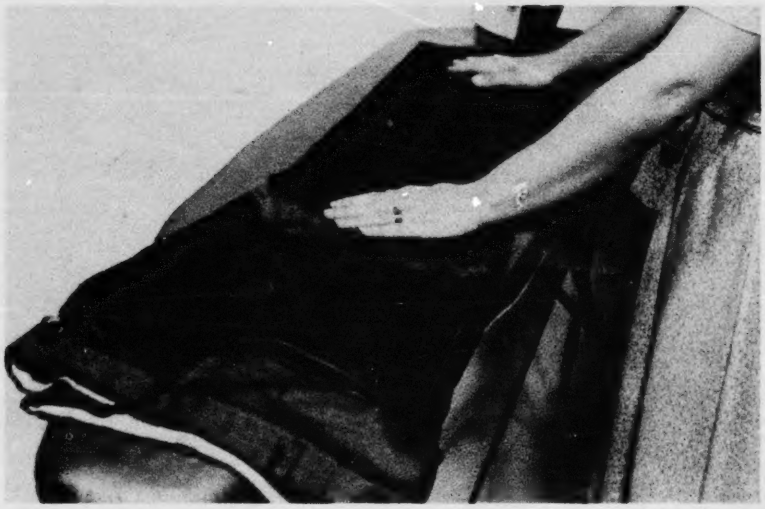
H. Take hold of cuffs, align seam, and pull trousers from board (Figure 76)

FIGURE 76



I. Holding cuffs and pockets, lay trousers flat on board; iron (Figure 77)

FIGURE 77

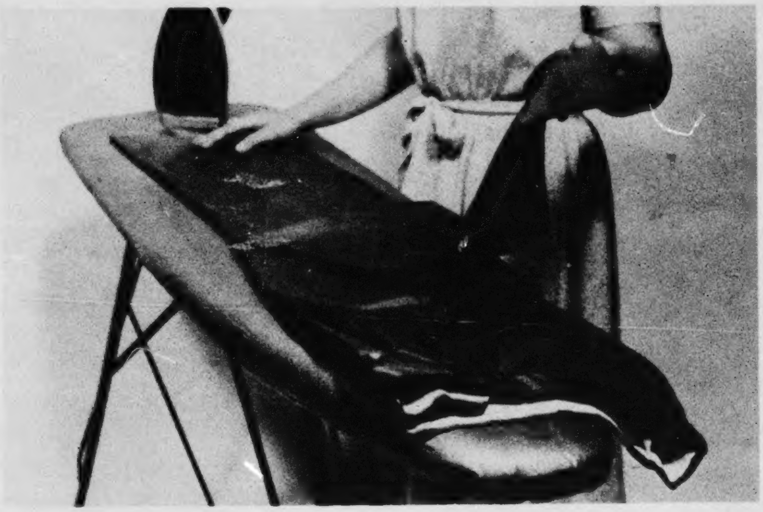


JOB SHEET #2

J. Pick up top leg and fold up out of the way (Figure 78)

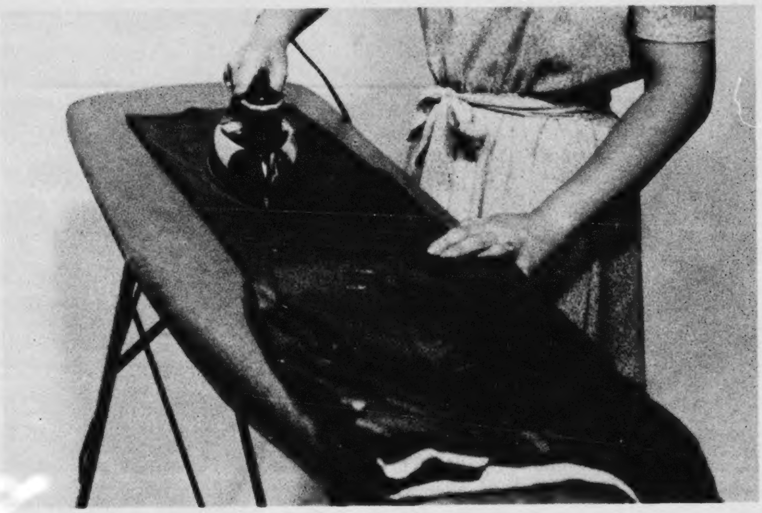
(NOTE: Folded leg will lay on trouser top.)

FIGURE 78



K. Smooth out bottom leg with your hands; iron from the seam out until smooth (Figure 79)

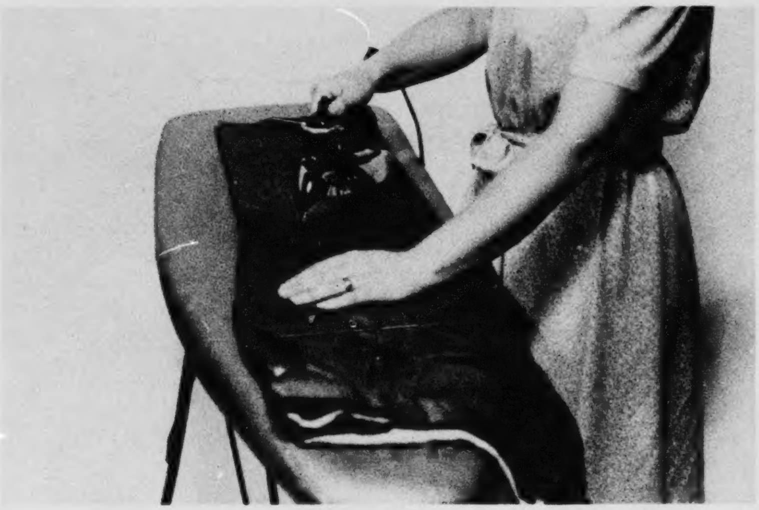
FIGURE 79



JOB SHEET #2

L. Unfold top leg, placing on top of ironed bottom leg (Figure 80)

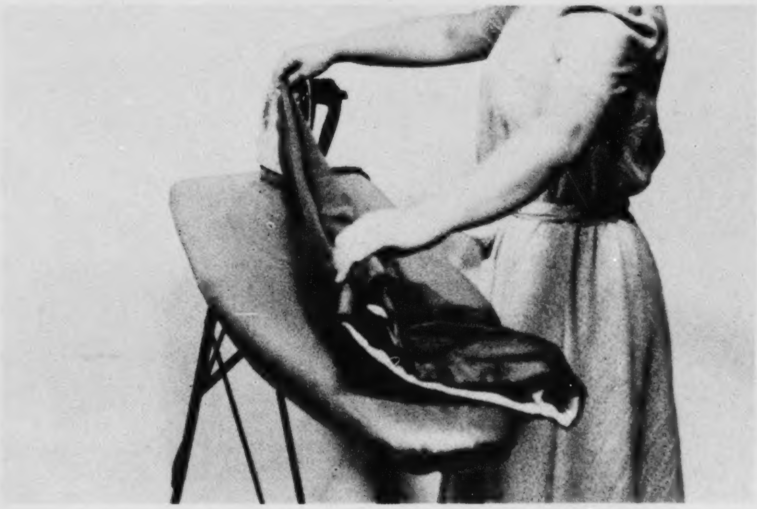
FIGURE 80



M. Turn trousers over, pick up top leg, and fold up out of the way (Figure 81)

(NOTE: Folded leg will lie on trouser top.)

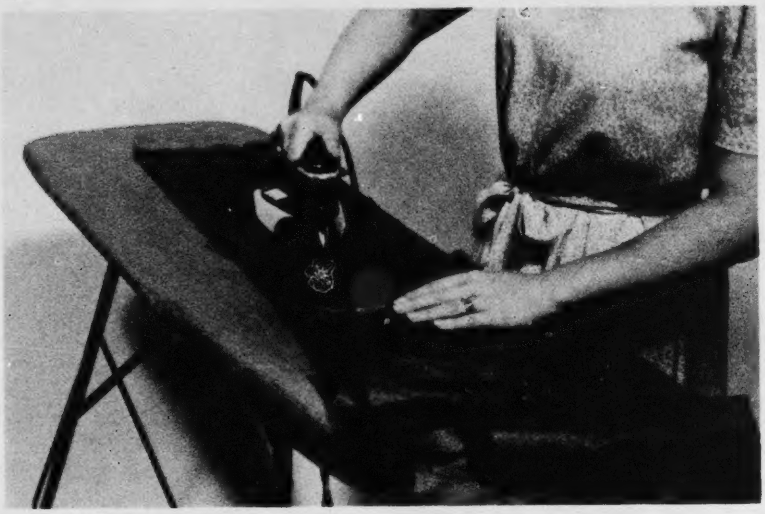
FIGURE 81



JOB SHEET #2

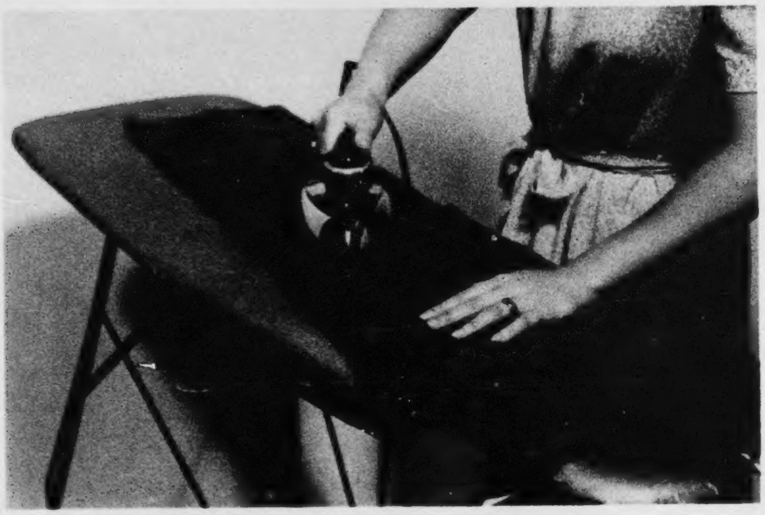
N. Smooth out bottom leg with your hands; iron from the seam out until smooth (Figure 82)

FIGURE 82



O. Unfold top leg, placing on top of ironed bottom leg; iron (Figure 83)

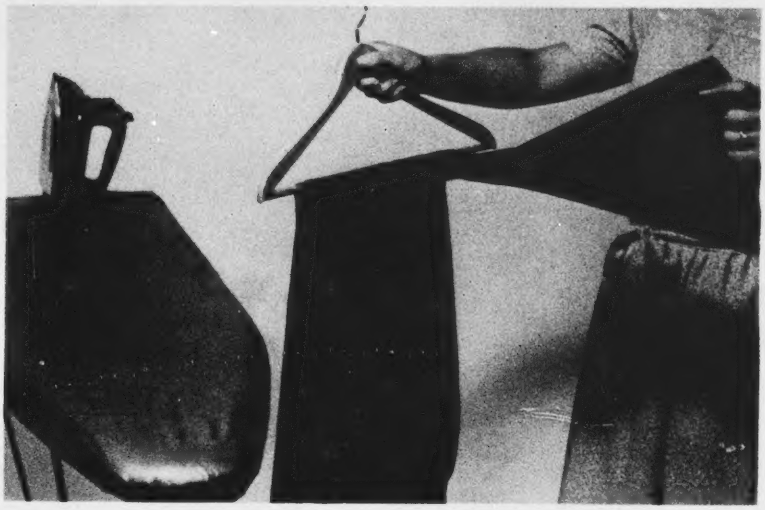
FIGURE 83



JOB SHEET #2

P. Pick up trousers by the cuffs and place on trouser hanger (Figure 84)

FIGURE 84



CLOTHING CARE: IRONING
UNIT VI

JOB SHEET #3–USE A PRESSING CLOTH TO PRESS A WOOL GARMENT

(NOTE: To prevent scorching or a shiny appearance of the fabric, a damp pressing cloth should be used on fabric such as wool and silk. The pressing cloth protects the fabric from the heat of the iron, and the extra moisture helps to remove wrinkles that have become set.)

I. Equipment and supplies

  A. Ironing board

  B. Iron

  C. Wool garment (piece of wool fabric optional)

  D. Wool pressing cloth

  (NOTE: Wool is the recommended material, but a cotton cloth may be used if wool is not available.)

II. Procedure

  A. Set up ironing station

  B. Preheat iron (wool setting)

  C. Moisten wool pressing cloth

  D. Position garment on ironing board *wrong side out*

  (NOTE: Buttonholes, pockets and collars may have to be pressed on the right side.)

  E. Position pressing cloth over first area to be pressed

  F. Press garment, staying on pressing cloth

  (NOTE: Leave moisture in the cloth; do not press wool fabrics until dry.)

  G. Continue pressing in sections until finished

  (NOTE: Moisten pressing cloth as needed.)

  H. Hang pressed garment on hanger to air dry

CLOTHING CARE: IRONING
UNIT VI

JOB SHEET #4–APPLY AN IRON-ON PATCH

(NOTE: Often it is necessary to mend a damaged item of clothing that still has serviceable life. Rips, tears and holes can sometimes be easily repaired by applying an iron-on type patch.)

I. Equipment and supplies

  A. Ironing board

  B. Dry iron

  C. Item of clothing needing repair

  D. Iron-on patch

  (NOTE: Patch should be compatible with garment fabric, weight, weave, and color.)

II. Procedure

  A. Wash and dry item to be mended

  B. Cut patch to fit area needing repair

  C. Preheat iron at wool setting (approximately 325°F) for 5 minutes

  D. Heat area to be patched by rubbing with iron until warm

  E. Place patch shiny side down on prewarmed area

  F. Hold iron down firmly on patch for 30 seconds

  (CAUTION: DO NOT SLIDE IRON ACROSS PATCH.)

  (NOTE: On large patches, bond each area separately.)

  G. Allow patch to cool thoroughly and then test for good seal around edges

  (NOTE: If a good seal has not been formed, repeat holding iron on patch for 30 seconds.)

CLOTHING CARE: IRONING
UNIT VI

TEST

NAME ______________________________ SCORE ______________

1. Match ironing terms to their correct definitions. Write the correct numbers in the blanks.

    ______a. Temperature at which different fabrics can be successfully ironed without scorching

    ______b. Damp cloth used between fabric and iron to protect fabric from heat, to create moist heat, and to preserve texture of fabric

    ______c. Process of restoring appearance and removing wrinkles and moisture from damp clothing by applying heat and pressure with back-and-forth sliding motion of iron

    ______d. The appearance or feel of the surface threads of woven fabric

    ______e. Process of restoring appearance and removing wrinkles by applying heat, pressure, and moisture using a lifting-and-lowering motion of iron

    ______f. Small frame on which a garment is hung to keep it in shape; may be metal, wood, or plastic

    ______g. Covered, padded board used for ironing; usually tapered at one end

    ______h. To char, discolor, or damage fabric surface by applying too much heat; burning

    ______i. Pure water; water from which minerals and impurities have been removed

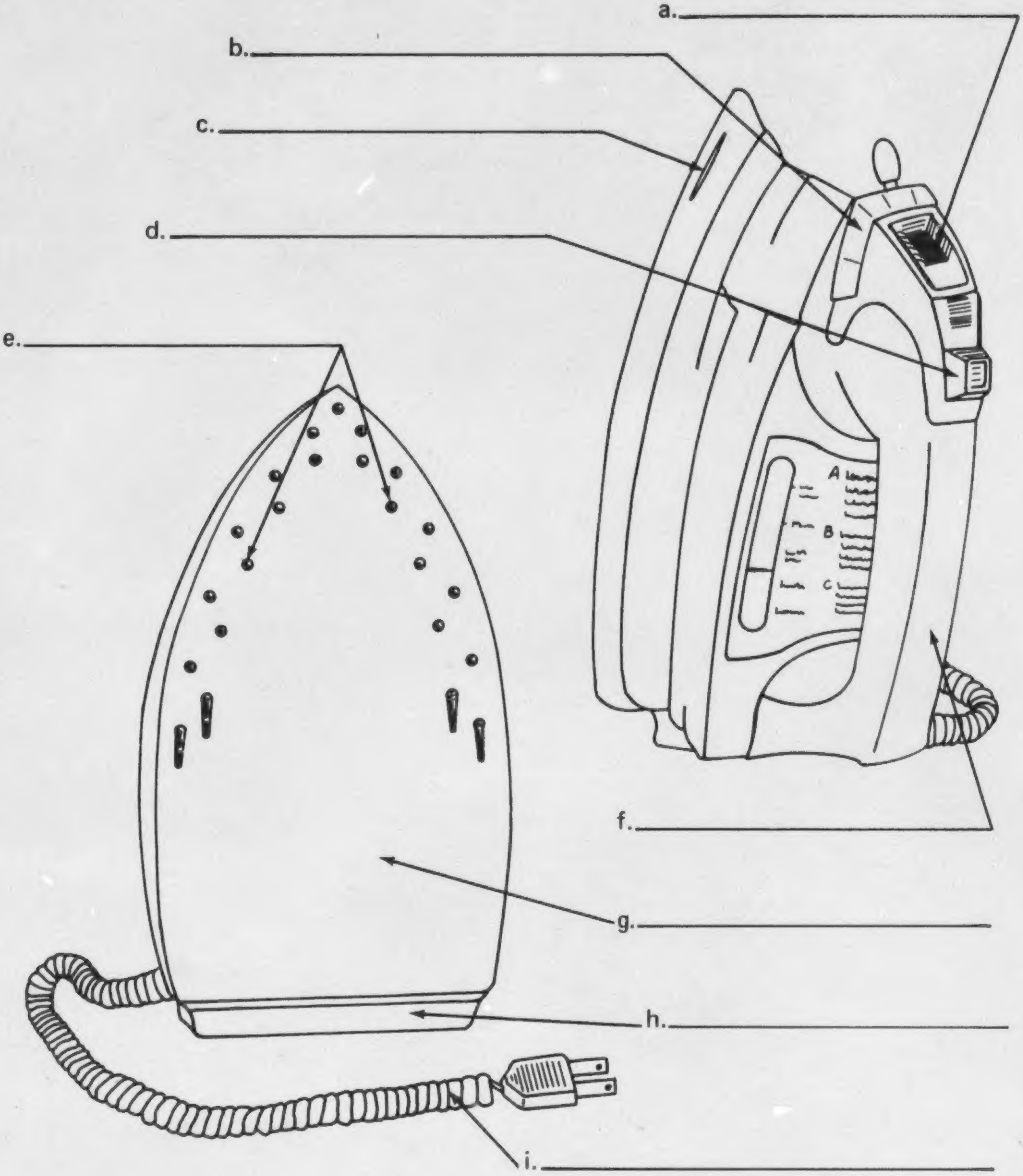
    ______j. Aerosol spray that restores body to items being ironed

    1. Ironing
    2. Ironing board
    3. Ironing temperature
    4. Pressing
    5. Distilled water
    6. Pressing cloth
    7. Texture
    8. Scorch
    9. Clothes hanger
    10. Sizing

TEST

2. Identify parts of a steam-and-dry iron. Write the correct names in the blanks.

Electrical cord
Steam-and-dry control button
Heel
Button nook
Sole
Temperature selector
Handle
Steam vents
Water fill hole



TEST

3. Name four factors that affect ironing and pressing.

   a. ______________________________

   b. ______________________________

   c. ______________________________

   d. ______________________________

4. Describe a well-pressed or ironed garment.

   ____

   ____

   ____

   ____

5. Select from the following list proper techniques for care of an iron. Write an "X" in the blank before each correct answer.

   ______a. Read manufacturer's instruction booklet

   ______b. Refill water tank after each use

   ______c. Wipe bottom of iron with a soft, damp cloth to keep it clean

   ______d. Turn iron to "off" and unplug when finished ironing

   ______e. Refill water tank with tap water

   ______f. Spray bottom of iron with spray starch

   ______g. Let iron cool before wrapping cord and putting away

   ______h. Fill steam iron water tank with *distilled* water to avoid clogging steam vents with mineral deposits

   ______i. Use correct temperature for ironing different fabrics to prevent fabric from scorching and sticking to iron

   ______j. Empty water from iron immediately after using iron

   ______k. Turn off iron by unplugging cord, but leave temperature regulator set so iron will be ready for next use

6. Select from the following list helpful hints to obtain uniform dampness of garments to be ironed. Write an "X" in the blank before each correct answer.

   ______a. Remove clothes from line or dryer at proper ironing dampness

   ______b. Sprinkle clothes with warm water instead of cold

TEST

______c. Leave clothes on line or in dryer until completely dry

______d. Apply water by flicking with your fingers

______e. Let sprinkled clothes stand at least one hour before ironing

______f. Iron clothes immediately after dampening

______g. Dampen clothes with sprinkler or small brush

______h. Cover or wrap sprinkled clothes in cloth, or place in a plastic bag to keep damp

______i. Sprinkle clothes with cold water instead of warm

______j. Place dampened clothes in closet to maintain dampness

7. Select from the following list ways to improve use of time and motion while ironing. Write an "X" in the blank before each correct answer.

______a. Iron in living room and hang clothes in bedroom closet as you finish ironing them

______b. Place basket or container of clothes within easy reach of ironing board

______c. Alternate between cotton and polyester so that you can rest while iron is cooling off

______d. Locate a small table or tray near the ironing board to hold small ironed pieces until it is time to put them away

______e. Use a long, wide ironing board that is tapered at one end and can be adjusted for height

______f. Leave dry clothes in dryer; remove and iron one at a time

______g. Place ironing board next to a window or close to an adequate light source

______h. Use the kitchen table for ironing so that you can spread your work out

______i. Place ironed items in dresser or linen closet as you finish each piece

______j. Place ironing board close to a table or flat surface for folding

______k. Iron close to a hanging rack or hook so that you can easily hang up items requiring hangers

______l. Iron all similar articles before switching to another type

______m. Locate ironing board in darkened living room so that you can watch television to make the task more pleasant

______n. Place ironing board in empty hallway for easy access to all rooms

TEST

8. Match correct temperature settings and ironing order to fabric types. Write the correct numbers in the blanks. Numbers may be used more than once.

______a. Cotton

______b. Acrylics

______c. Nylon

______d. Silk

______e. Dacron (polyester/cotton blend)

______f. Wool

______g. Rayon

______h. Acetate

______i. Triacetate

______j. Linen

1. Iron first with low temperature
2. Iron second with medium temperature
3. Iron last with high temperature

9. Select from the following list hints to improve ironing results. Write an "X" in the blank before each correct answer.

______a. Iron with lengthwise thread of fabric when possible

______b. Press darts and other rounded areas over a curved surface

______c. Iron stitched tucks and pleats by smoothing them out lengthwise and holding taut with one hand while ironing with other

______d. Iron bias-cut garments the same as any other items

______e. Iron first those parts of garment which will hang off board while rest of garment is being ironed

______f. Push down heavily on iron to speed up smoothing operation

______g. Make several passes with iron over complete item until there is uniform dryness

______h. Iron bias-cut garments with lengthwise grain of fabric

______i. Iron sheets and other flatwork flat before folding

______j. Slide iron back and forth with a light touch

______k. Iron crepe weaves and seersuckers when moist

______l. Press darts and other rounded areas over a flat surface

TEST

______m. Fold sheets lengthwise and iron one side; then turn over and iron other side

______n. Start spray-ironing in middle of garment and iron toward outside edges

______o. Iron each part of garment until smooth, flat, and dry before moving to next part

______p. Iron crepe weaves and seersuckers when dry

______q. Start spray-ironing at lower edge of garment and work forward, spraying and ironing until dry

10. Select from the following list items to be ironed on wrong side of fabric. Write an "X" in the blank before each correct answer.

______a. Light-weight cotton skirts

______b. Embroidery and cotton lace

______c. Napped fabrics (velvet, corduroy, velveteen)

______d. Denim jeans

______e. Facings, thick hems, pockets, and other garments with two thicknesses

______f. Light-colored slacks

______g. Polyester pillowcases

______h. Throw rugs

______i. Silklike synthetics

______j. Dark garments

______k. Bath towels

______l. Woolens

11. Select from the following list ways to prevent damage to iron or clothing. Write an "X" in the blank before each correct answer.

______a. Iron carefully around plastic buttons and zippers

______b. When spray-ironing, test fabric for water spotting on small front pocket

______c. Iron sharp creases into garment to maintain new appearance

______d. Avoid ironing over snaps, zippers, and fasteners

______e. Hang freshly ironed clothes in closet to dry

TEST

12. Arrange in order steps for filling a steam iron water tank. Write a "1" before the first step, a "2" before the second step, and so on.

_____a. Latch steam button down

_____b. Unplug electrical cord

_____c. Measure 3/4 cup (6 ounces) distilled water into measuring cup

_____d. Turn heat regulator to "off"

_____e. Release steam button

_____f. Slowly pour water into fill hole

13. Arrange in order steps for emptying a steam iron water tank. Write a "1" before the first step, a "2" before the second step, and so on.

_____a. Turn heat regulator to "off"

_____b. Latch steam button down

_____c. Hold iron over sink with tip pointing down

_____d. Unplug electrical cord

(NOTE: Test questions 14 and 15 are assignment and job sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

14. Complete an ironing station check-off list.

15. Demonstrate the ability to

   a. Iron a shirt or blouse.

   b. Iron trousers.

   c. Use a pressing cloth to press a wool garment.

   d. Apply an iron-on patch.

CLOTHING CARE: IRONING
UNIT VI

ANSWERS TO TEST

1. a. 3
   b. 6
   c. 1
   d. 7
   e. 4
   f. 9
   g. 2
   h. 8
   i. 5

2. a. Water fill hole
   b. Temperature selector
   c. Button nook
   d. Steam-and-dry control button
   e. Steam vents
   f. Handle
   g. Sole
   h. Heel
   i. Electrical cord

3. Answer should include any four of the following
   a. Temperature of iron
   b. Moisture content of fabric
   c. Side of fabric ironed
   d. Shape of item ironed
   e. Size of item ironed
   f. Type of fabric
   g. Placement of ironing equipment
   h. Garment fasteners and accessories

ANSWERS TO TEST

4. Description should include the following
    a. Contains no wrinkles
    b. Retains original shape and texture
    c. Shows no inside details outlined on right side
    d. Has long seams pressed open on inside
5. a, c, d, g, h, i, j
6. a, b, e, g, h
7. b, d, e, g, j, k, l
8. a. 3 f. 2
    b. 1 g. 2
    c. 1 h. 1
    d. 2 i. 1
    e. 1 j. 3
9. a, b, c, e, h, j, m, o, p, q
10. b, c, e, i, j, l
11. a, d
12. a. 3
    b. 2
    c. 4
    d. 1
    e. 6
    f. 5
13. a. 1
    b. 3
    c. 4
    d. 2
14. Evaluated to the satisfaction of the instructor
15. Performance skills evaluated to the satisfaction of the instructor

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

UNIT OBJECTIVE

After completing this unit, the student should be able to look for a residential cleaning job and know what problems to look for. The student should also know what questions to ask a new employer and know how to use job-related terms. This knowledge will be shown by completing the assignment sheets and unit test with a minimum score of 85 percent

SPECIFIC OBJECTIVES

After completing this unit, the student should be able to

1. Match residential cleaning business terms to their correct definitions.
2. Select from a list information to find out before accepting a job.
3. Select from a list information needed the first day of work.
4. Select from a list possible job problems.
5. List three ways to find a residential housecleaning job.
6. Figure wages when getting paid by the hour.
7. Research newspaper classified ad section.
8. Write a job wanted ad to place in a newspaper classified ad.

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

SUGGESTED ACTIVITIES

I. Suggested activities

   A. It is suggested that this unit be coordinated with the related English and math instructors.

   B. Provide students with objective sheet.

   C. Provide students with information and assignment sheets.

   D. Discuss unit and specific objectives.

   E. Discuss information and assignment sheets.

   F. Provide newspapers for students to inspect and to use in Assignment Sheet #2.

   G. Allow time for students to work assignment sheets.

   H. Use your blank test and answers to make a test key, if desired.

   I. Give test.

   J. Reteach if necessary.

II. Instructional materials

   A. Objective sheet

   B. Suggested activities

   C. Information sheet

   D. Assignment sheets

      1. Assignment Sheet #1--Use Residential Cleaning Business Terms and Definitions

      2. Assignment Sheet #2--Research Newspaper Classified Ad Section

      3. Assignment Sheet #3--Write a Job Wanted Ad to Place in a Newspaper Classified Ad

      4. Assignment Sheet #4--Figure Hourly Wages

      5. Assignment Sheet #5--Figure Hourly Wages Involving Overtime

SUGGESTED ACTIVITIES

E. Answers to assignment sheets

F. Test

G. Answers to test

III. Unit reference--Spann, Margaret. *Coordinated Vocational Education and Training: Vocational Related Math.* Stillwater, Oklahoma: State Department of Vocational and Technical Education/Curriculum and Instructional Materials Center, 1972.

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

INFORMATION SHEET

I. Terms and definitions (Assignment Sheet #1)

A. Classified ad (CLAS/si/fied/ AD)--Advertising compactly arranged, usually in columns and under group headings

EXAMPLES: Help Wanted
Situation Wanted
Houses for Sale

B. Duties (DU/ties)--Those tasks assigned to a worker which become the worker's responsibility to complete

C. Employee (em/PLOY/ee)--Worker hired by another person or business to work or perform a task for wages or salary

D. Employer (em/PLOY/er)--Person or business that hires someone to work for wages or salary

E. Employment agency (em/PLOY/ment A/gen/cy)--Private or public organization that helps job hunters find employment

F. FICA (FED/er/al In/SUR/ance Con/tri/BU/tions ACT)--Money (taxes) paid to the Social Security Administration

G. Hours (HOURS)--Time that an employee must work, or the time that employee's pay is based upon

EXAMPLES: 8 working hours per day
40 working hours per week

H. Reference (REF/er/ence)--Recommendation or statement by another of someone's character, quality of work, or ability to work

I. Salary (SAL/a/ry)--Fixed amount of money a worker receives for work done; usually based on a long period of time

EXAMPLES: Yearly, monthly, weekly

J. Social security (SO/cial se/CUR/i/ty)--Governmental organization that provides unemployment insurance for persons out of work, and provides financial benefits for the retired, disabled, and blind, and the dependents of employees who die

K. Wages (WAGES)--Amount of money (pay) a worker receives for work done; usually based on a short period of time

EXAMPLES: Hourly, daily, per piecework

INFORMATION SHEET

L. Fringe benefits (FRINGE BEN/e/fits)--Payment other than wages or salary paid to employee

EXAMPLES: Vacation, sick leave, health or life insurance

II. Information to find out before accepting a job

A. Period of employment

EXAMPLES: Seasonal, 6 months, one year, permanent

B. Salary or wages and/or benefits you will be paid

C. Duties you will be expected to perform

D. Hours and days per week you will be expected to work

E. How you will get to and from work

(NOTE: Will your employer pick you up, or must you get to place of employment on your own?)

F. In what form you will receive your salary or wages

EXAMPLES: Cash or check

G. When you will receive your salary or wages

EXAMPLES: After each task, once a week, once a month

H. Who will pay social security taxes (FICA)

(NOTE: Most residential employers do not want to pay FICA taxes.)

I. Whether you will receive additional pay for extra work

J. Fringe benefits available

EXAMPLES: Sick leave, vacation time

III. Information needed the first day of work

A. Employer's name and address

B. Phone number where employer can be reached if not at home

EXAMPLE: Business office phone number

INFORMATION SHEET

C. Emergency phone numbers or emergency instructions for police, fire department, or utility companies

EXAMPLE: Large water leak in bathroom

D. How to get into house

EXAMPLES: Employee will have key
Someone will be home
Back door will be open

E. Special instructions on what not to do

EXAMPLES: Do not move papers on desk
Do not pour dirty water down bathroom sink drain

F. Location of cleaning equipment and supplies

EXAMPLES: Cleaning cloths and supplies
Vacuum and attachments
Vacuum cleaner filter bags
Synthetic detergent

G. Special operating instructions for household appliances

EXAMPLES: Trash compactor, garbage disposal, washer, dryer

IV. Possible job problems

A. Employer wants work finished in less time

B. Employer does not think quality of work is acceptable

C. Employer does not provide adequate equipment or supplies for employee to perform cleaning duties properly

D. Employee reports to work late

E. Employee does not properly clean and store equipment and supplies

F. Employee does not follow employer's directions

G. Employer wants worker to put in more time than required to perform job

(NOTE: Employee performs quality work in less time than employer thinks is possible to do good quality work. Employer assumes that pay is for time worked and not by the job basis.)

H. Employer and employee have a personality conflict

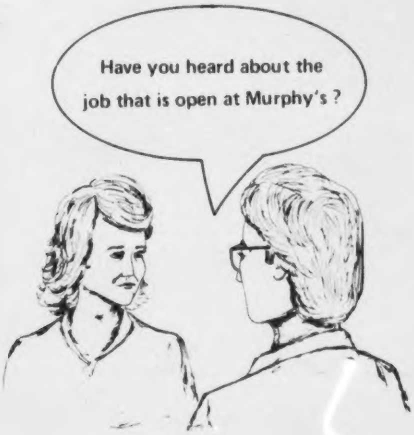
INFORMATION SHEET

V. Ways to find a residential housecleaning job (Assignment Sheets #2 and #3)

A. Word of mouth (Figure 1)

EXAMPLES: Relatives, friends, present employers, past employers, church

FIGURE 1

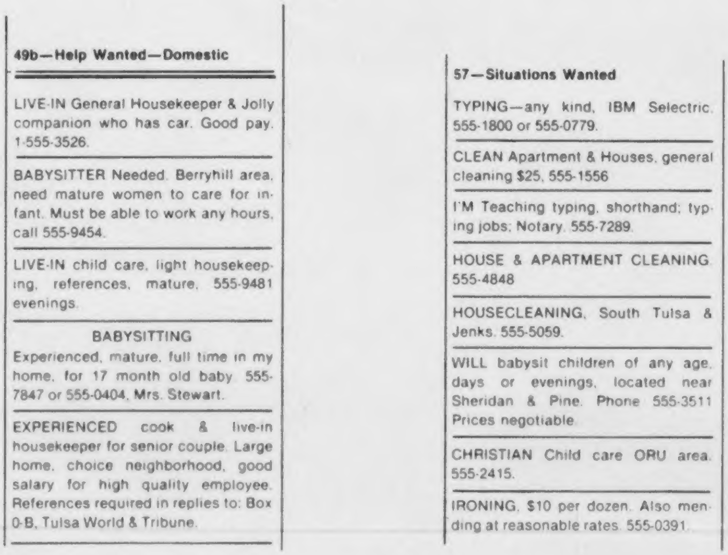

Have you heard about the job that is open at Murphy's ?

B. Classified ad in newspaper (Figure 2)

EXAMPLE 1: Help wanted ad--An employer wanting an employee

EXAMPLE 2: Job wanted ad--A worker wanting a job

FIGURE 2



49b—Help Wanted—Domestic

LIVE-IN General Housekeeper & Jolly companion who has car. Good pay. 1-555-3526.

BABYSITTER Needed. Berryhill area, need mature women to care for infant. Must be able to work any hours, call 555-9454.

LIVE-IN child care, light housekeeping, references, mature. 555-9481 evenings.

BABYSITTING
Experienced, mature, full time in my home, for 17 month old baby 555-7847 or 555-0404, Mrs. Stewart.

EXPERIENCED cook & live-in housekeeper for senior couple. Large home, choice neighborhood, good salary for high quality employee. References required in replies to: Box 0-B, Tulsa World & Tribune.

57—Situations Wanted

TYPING—any kind, IBM Selectric. 555-1800 or 555-0779.

CLEAN Apartment & Houses, general cleaning $25, 555-1556

I'M Teaching typing, shorthand; typing jobs; Notary. 555-7289.

HOUSE & APARTMENT CLEANING. 555-4848

HOUSECLEANING, South Tulsa & Jenks. 555-5059.

WILL babysit children of any age, days or evenings, located near Sheridan & Pine. Phone 555-3511 Prices negotiable.

CHRISTIAN Child care ORU area. 555-2415.

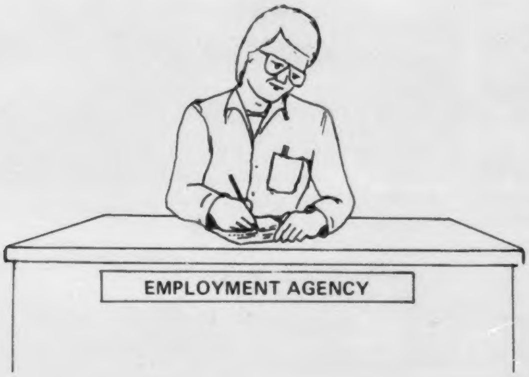
IRONING, $10 per dozen. Also mending at reasonable rates. 555-0391.

INFORMATION SHEET

C. Employment agency (state or private) (Figure 3)

(NOTE: Private employment agencies will require applicant to take an examination, and may charge fee for service.)

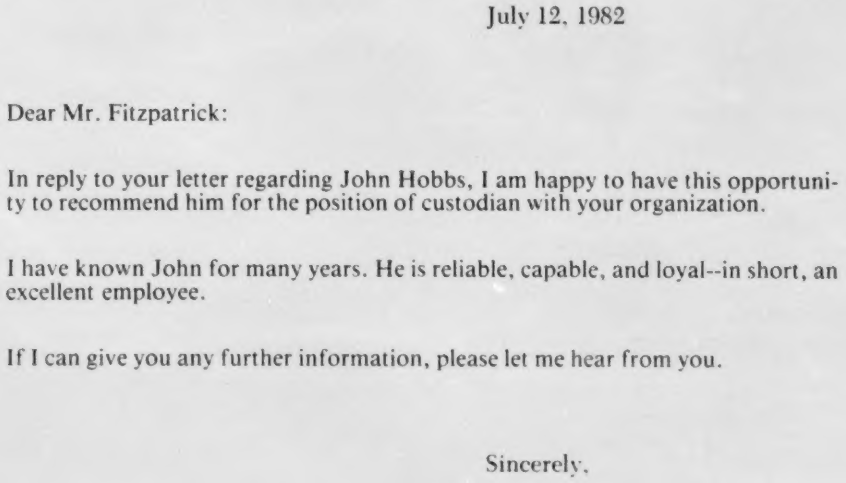
FIGURE 3



D. Letter of reference (referral) (Figure 4)

(NOTE: This is a letter from past or present employers describing employee's work habits.)

FIGURE 4



July 12, 1982

Dear Mr. Fitzpatrick:

In reply to your letter regarding John Hobbs, I am happy to have this opportunity to recommend him for the position of custodian with your organization.

I have known John for many years. He is reliable, capable, and loyal--in short, an excellent employee.

If I can give you any further information, please let me hear from you.

Sincerely,

INFORMATION SHEET

VI. Figuring wages when getting paid by the hour (Assignment Sheets #4 and #5)

A. Regular working hours X base rate per hour = regular pay

EXAMPLE: 40 (regular hours) X $3.60 (base rate) = $144.00 regular pay

B. Overtime hours X overtime rate per hour = overtime pay

(NOTE: Overtime rate is usually base rate per hour plus 1/2 base rate per hour or 1 1/2.)

EXAMPLE: 6 (overtime hours) X $5.40 (overtime rate = $3.60 + $1.80) = $32.40 overtime pay

C. Regular pay + overtime pay = total pay or gross pay

EXAMPLE: 40 hours regular + 6 hours overtime = total pay

40 X 3.60 = $144.00

6 X 5.40 = +32.40

$176.40 total pay or gross pay

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

ASSIGNMENT SHEET #1--USE RESIDENTIAL CLEANING BUSINESS TERMS AND DEFINITIONS

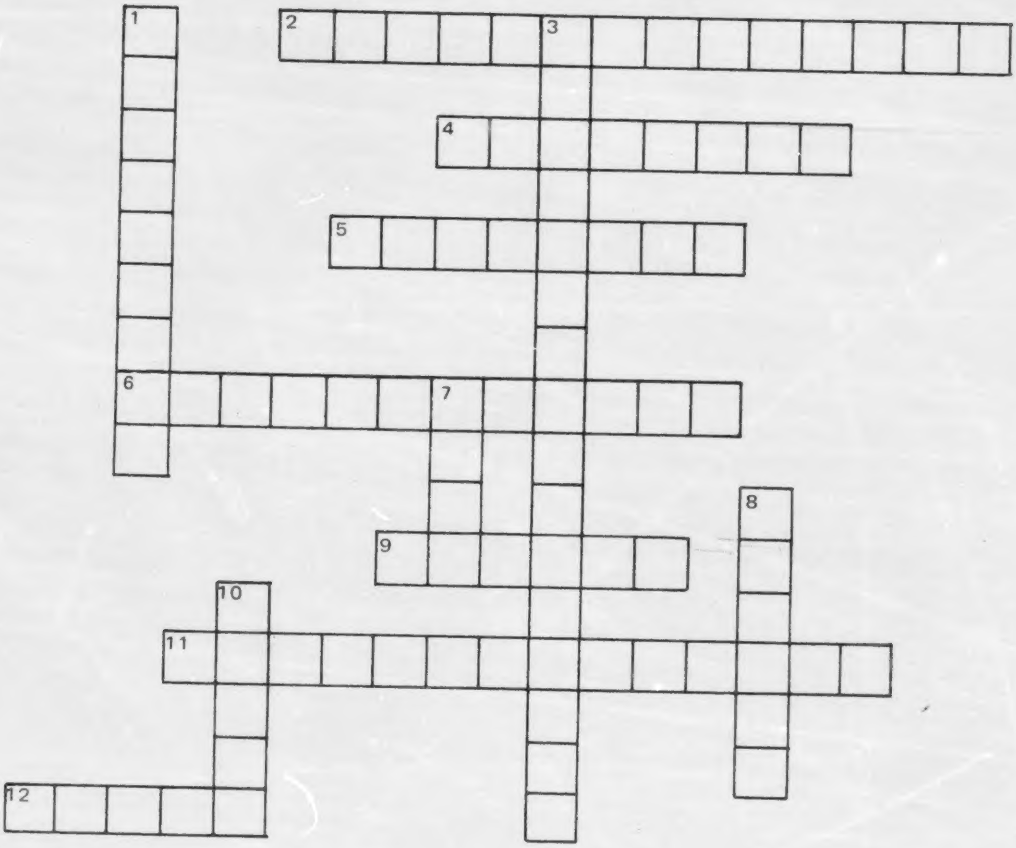
NAME ______________________________ SCORE ______________

All employees should be familiar with business-related terms so that they can ask questions about their job duties and wages. The clearer the communication between employee and employer, the fewer problems and misunderstandings there should be.

Using the terms provided on the Information Sheet, complete the following crossword puzzle (Figure 5).

ASSIGNMENT SHEET #1

FIGURE 5


1
2
3
4
5
6
7
8
9
10
11
12

ASSIGNMENT SHEET #1

Across

2. Payment other than wages or salary paid to employee (2 words)
4. Person or business that hires someone to work for wages or salary
5. Worker hired by another person or business to work or perform a task for wages or salary
6. Advertising compactly arranged, usually in columns and under group headings (2 words)
9. Fixed amount of money a worker receives for work done; usually based on a long period of time
11. Governmental organization that provides unemployment insurance for persons out of work, and provides financial benefits for the retired, disabled, and blind, and the dependents of employees who die (2 words)
12. Amount of money (pay) a worker receives for work done; usually based on a short period of time

Down

1. Recommendation or statement by another of someone's character, quality of work, or ability to work
3. Private or public organization that helps job hunters find employment (2 words)
7. Money (taxes) paid to the Social Security Administration
8. Those tasks assigned to a worker which become the worker's responsibility to complete
10. Time that an employee must work, or the time that employee's pay is based upon

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

ASSIGNMENT SHEET #2--RESEARCH NEWSPAPER CLASSIFIED AD SECTION

NAME ______________________________ SCORE ______________

It helps to read the classified ad section of your local newspaper. Reading classified ads will help you advertise your own skills in a job wanted ad. Your reading will also help you become familiar with available jobs, and acquaint you with the names of others working in your trade.

Search the classified ad section of newspapers for ads that relate to cleaning services. Cut out the ads and tape them in the blocks below.

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
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ASSIGNMENT SHEET #3--WRITE A JOB WANTED AD TO PLACE IN A NEWSPAPER CLASSIFIED AD

NAME ______________________________ SCORE ______________

One possible way to find a job is to advertise in your local newspaper. To be successful, it is important that the ad contain certain basic information.

Write a job wanted ad advertising for a cleaning service job. Use the ads from Assignment Sheet #2 as a guide. After writing your ad, use the checklist below to determine its completeness.

____

____

____

____

____

REQUIRED INFORMATION

_____Specific job wanted

_____How to contact you

DESIRABLE INFORMATION

_____Eye catching but professional heading

_____Where you are located (generally)

_____When to contact you

_____References available

_____Insurance (bonded)

_____Specialty

_____When available for work

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
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ASSIGNMENT SHEET #4--FIGURE HOURLY WAGES

NAME ______________________ SCORE ____________

To prevent any misunderstanding between employers and employees, employees should know their base pay rate and overtime rate, if applicable, and how to figure their total pay.

Using the information provided in each of the following situations, and referring to Part VI of the Information Sheet, answer the following questions. Write your answers in the blanks provided.

A. Alex has a job washing dishes in a cafe. He works 5 days per week, 8 hours per day. He is paid $3.40 for each hour he works.

1. How many hours does he work each day? ______________________
2. How many hours does he work per week? ______________________
3. How much does he earn each day he works? ______________________
4. How much is his pay for the week? ______________________
5. If he only worked four days one week, how many hours would he work that week? ______________________
6. If he only worked four days one week, how much would his pay be for that week? ______________________

ASSIGNMENT SHEET #4

B. Jane works as a custodian in an office building. She works 8 hours per day, Monday through Friday, and 4 hours on Saturday. She is paid $3.60 for each hour she works.

1. How many hours does she work per week? ______________________
2. How much does she get paid per week? ______________________
3. Suppose she took a Saturday off one week, what would be her pay be for that week? ______________________

C. Joe works part-time as a housekeeper. He works 3 hours on Tuesday and Thursday and 5 hours on Saturday. He is paid $3.75 for each hour worked.

1. How many hours does he work per week? ______________________
2. How much would his pay be for one week? ______________________

ASSIGNMENT SHEET #4

D. Ann cleans three houses a week and charges $5.50 per hour. She works 6 hours on Monday and Friday, 4 hours on Tuesday and Wednesday, and 8 hours on Thursday.

1. How many hours does she work each week?______________________________
2. How much would her pay be for each week?______________________________

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RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

ASSIGNMENT SHEET #5--FIGURE HOURLY WAGES INVOLVING OVERTIME

NAME ______________________________ SCORE ______________

To prevent misunderstanding between employers and employees, employees should know how to figure their base pay and their overtime pay.

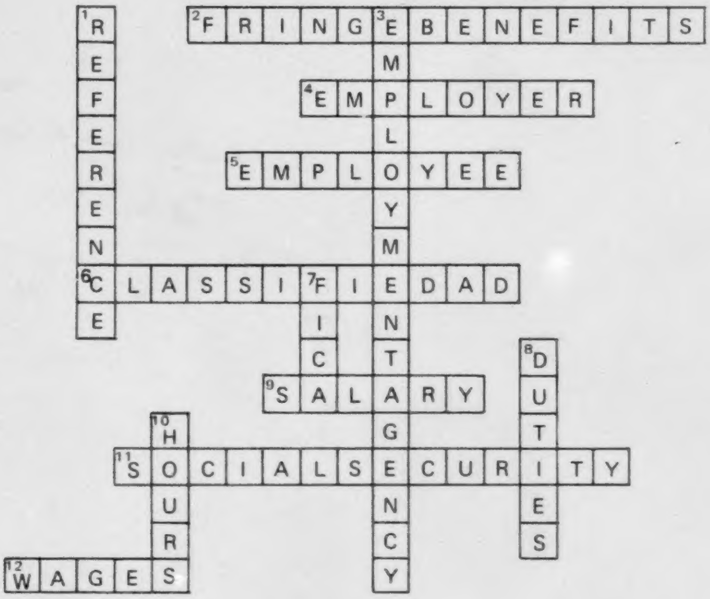
Complete the following wage table using information found in part VI of the Information Sheet. The table is based on a 40-hour week.

Number of Hours	Regular Hours	Overtime Hours	Rate per Hour	Rate for Overtime	Regular Pay	Overtime Pay	Total Pay
50	40	10	$3.50	$5.25	$140.00	$52.50	$192.50
48	40		2.00				
54	40		3.80				
44	40		8.00				
50	40		6.00				
60	40		3.00				
51	40		5.00				
58	40		4.75				
54	40		6.50				
60	40		10.00				
40	40		3.50	---		---	

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1


1 REFERENCE
2 FRINGE BENEFITS
3 EMPLOYMENT AGENCY
4 EMPLOYER
5 EMPLOYEE
6 CLASSIFIED AD
7 FICA
8 DUTIES
9 SALARY
10 HOURS
11 SOCIAL SECURITY
12 WAGES

Assignment Sheet #2--Evaluated to the satisfaction of the instructor

Assignment Sheet #3--Evaluated to the satisfaction of the instructor

Assignment Sheet #4

A. 1. 8 hours

2. 40 hours

3. $27.20

4. $136.00

5. 32 hours

6. $108.80

ANSWERS TO ASSIGNMENT SHEETS

B. 1. 44 hours

2. $158.40

3. $144.00

C. 1. 11 hours

2. $41.25

D. 1. 28 hours

2. $154.00

Assignment Sheet #5

Number of Hours	Regular Hours	Overtime Hours	Rate per Hour	Rate for Overtime	Regular Pay	Overtime Pay	Total Pay
50	40	10	$3.50	$5.25	$140.00	$52.50	$192.50
48	40	8	2.00	3.00	80.00	24.00	104.00
54	40	14	3.80	5.70	152.00	79.80	231.80
44	40	4	8.00	12.00	320.00	48.00	368.00
50	40	10	6.00	9.00	240.00	90.00	330.00
60	40	20	3.00	4.50	120.00	90.00	210.00
51	40	11	5.00	7.50	200.00	82.50	282.50
58	40	18	4.75	7.13	190.00	128.34	318.34
54	40	14	6.50	9.75	260.00	136.50	396.50
60	40	20	10.00	15.00	400.00	300.00	700.00
40	40	0	3.50	---	140.00	---	140.00

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RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

TEST

NAME ______________________________ SCORE ______________

1. Match residential cleaning business terms to their correct definitions. Write the correct numbers in the blanks.

_____a. Worker hired by another person or business to work or perform a task for wages or salary

_____b. Money (taxes) paid to the Social Security Administration

_____c. Advertising compactly arranged, usually in columns and under group headings

_____d. Governmental organization that provides unemployment insurance for persons out of work, and provides financial benefits for the retired, disabled, and blind, and the dependents of employees who die

_____e. Private or public organization that helps job hunters find employment

_____f. Recommendation or statement by another of someone's character, quality of work, or ability to work

_____g. Amount of money (pay) a worker receives for work done; usually based on a short period of time

_____h. Those tasks assigned to a worker which become the worker's responsibility to complete

_____i. Fixed amount of money a worker receives for work done; usually based on a long period of time

_____j. Time that an employee must work, or the time that employee's pay is based upon

_____k. Person or business that hires someone to work for wages or salary

_____l. Payment other than wages or salary paid to employee

1. Classified ad
2. Duties
3. Employee
4. Employer
5. Employment agency
6. FICA
7. Hours
8. Reference
9. Salary
10. Social security
11. Fringe benefits
12. Wages

TEST

2. Select from the following list information to find out before accepting a job. Write an "X" in the blank before each correct answer.

______a. Salary last employee received for job

______b. Duties you will be expected to perform

______c. What to do with your time off

______d. How you will get to and from work

______e. In what form you will receive your salary or wages

______f. Who will pay state and federal taxes

______g. Period of employment

______h. Fringe benefits available

______i. How often you may report to work late

______j. Who will help you perform your duties

______k. Who will pay social security taxes (FICA)

______l. When you will receive your salary or wages

______m. Hours and days per week you will be expected to work

______n. How much of your salary or wages must be put in bank

______o. Whether you will receive additional pay for extra work

______p. Salary or wages and/or benefits you will be paid

3. Select from the following list information needed the first day of work. Write an "X" in the blank before each correct answer.

______a. Location of cleaning equipment and supplies

______b. How to get into house

______c. Employer's social security number

______d. Special instructions on what not to do

______e. Phone number of local supermarket

______f. Emergency phone numbers or emergency instructions for police, fire department, or utility companies

TEST

______g. Special operating instructions for household appliances

______h. Phone number where employer can be reached if not at home

______i. Employer's name and address

4. Select from the following list possible job problems. Write an "X" in the blank before each correct answer.

______a. Employee reports to work on time

______b. Employer wants work finished in less time

______c. Employer and employee get along very well with each other

______d. Employer has too much equipment and too many supplies

______e. Employer does not think quality of work is acceptable

______f. Employee does not properly clean and store equipment and supplies

______g. Employer and employee have a good understanding of what is expected and how work is to be done

______h. Employee reports to work late

______i. Employee follows employer's directions closely

______j. Employer wants worker to put in more time than required to perform job

______k. Employer and employee have a personality conflict

5. List three ways to find a residential housecleaning job.

a. ______________________________

b. ______________________________

c. ______________________________

TEST

6. Figure wages when getting paid by the hour. Complete the following wage table by writing the correct answer in each empty block. The table is based on a 40-hour work week. Use the space below the wage table for scratch work.

Hours Worked	Regular Hours	Hours Overtime	Rate per Hour	Rate for Overtime	Regular Pay	Overtime Pay	Total Pay
40	40	--	$4.00	$ --	$	$ --	$
50	40	10	4.00				220.00
54	40		3.80				
30	30	--	6.50	--		--	
44	40		4.75	7.13			
54	40		6.50				396.50
48	40		2.00				
40	40	--	5.00	--		--	
60	40		3.00				
25	25	--	3.60	--		--	

TEST

(NOTE: Test questions 7 and 8 are assignment sheets. They are an important part of this test. If they have not been completed, check with your instructor.)

7. Research newspaper classified ad section.

8. Write a job wanted ad to place in a newspaper classified ad.

RESIDENTIAL CLEANING: BUSINESS PRINCIPLES
UNIT VII

ANSWERS TO TEST

1. a. 3
   b. 6
   c. 1
   d. 10
   e. 5
   f. 8
   g. 12
   h. 2
   i. 9
   j. 7
   k. 4
   l. 11
2. b, d, e, g, h, k, l, m, o, p
3. a, b, d, f, g, h, i
4. b, e, f, h, j, k
5. Answer should include any three of the following
   a. Word of mouth
   b. Classified ad in newspaper
   c. Employment agency (state or private)
   d. Letter of reference (referral)

6.

Hours Worked	Regular Hours	Hours Overtime	Rate per Hour	Rate for Overtime	Regular Pay	Overtime Pay	Total Pay
40	40	--	$4.00	$ --	$160.00	$ --	$160.00
50	40	10	4.00	6.00	160.00	60.00	220.00
54	40	14	3.80	5.70	152.00	79.80	231.80
30	30	--	6.50	--	195.00	--	195.00
44	40	4	4.75	7.13	190.00	28.52	218.52
54	40	14	6.50	9.75	260.00	136.50	396.50
48	40	8	2.00	3.00	80.00	24.00	104.00
40	40	--	5.00	--	200.00	--	200.00
60	40	20	3.00	4.50	120.00	90.00	210.00
25	25	--	3.60	--	90.00	--	90.00

7. Evaluated to the satisfaction of the instructor
8. Evaluated to the satisfaction of the instructor